Longwall USA

Welcome to Longwall USA 2015 Exhibition & Conference, taking place June 16-18, 2015 at the David L. Lawrence Convention Center in Pittsburgh, PA. Sponsored by *Coal Age Magazine*, Longwall USA covers the entire market from coal producers to end users.

The information in this Exhibitor Service Kit is designed to assist you in the preparation of your exhibit. Please review the enclosed information and share it with everyone responsible for your exhibit. Use the checklist to assist you in locating the forms you need and to ensure that all deadlines are met. Services ordered after the deadline dates will result in additional fees.

Heritage Exposition Services is the General Service Contractor for the show, supplying furniture, carpet, signage, labor, modular exhibit rental booths, plants and more.

Electrical, audio visual, phone, utilities and cleaning services can be ordered through the David L. Lawrence Convention Center.

Drayage will be handled by Heritage Exposition Services. Please pay careful attention to the shipping details and deadlines as outlined in this kit.

Please don't hesitate to contact us if you have any questions or need additional information.

We hope you have a great show. See you in Pittsburgh!

Sincerely

Tim Fearney
Show Director
tim@semcoproductions.com

# Longwall USA

## Schedule of Events

### EXHIBIT HALL

David L. Lawrence Convention Center
1000 Fort Duquesne Boulevard
Pittsburgh, Pennsylvania 15222 USA

### EXHIBITOR MOVE-IN SCHEDULE

| | |
|---|---|
| Friday, June 12 | By appointment ONLY for large equipment |
| Monday, June 15 | 8:00am – 5:00pm |

### SHOW HOURS

| | |
|---|---|
| Tuesday, June 16 | 10:00am – 5:00pm |
| Wednesday, June 17 | 10:00am – 5:00pm |
| Thursday, June 18 | 9:00am – 12:00 noon |

### REGISTRATION

| | |
|---|---|
| Monday, June 15 | 8:00am – 5:00pm (Exhibitors ONLY) |
| Tuesday, June 16 | 8:00am – 5:00pm |
| Wednesday, June 17 | 8:00am – 5:00pm |
| Thursday, June 18 | 8:00am – 12:00 noon |

### CONFERENCE HOURS

| | |
|---|---|
| Tuesday, June 16 | 9:00am – 11:00am; 2:00pm – 4:00pm |
| Wednesday, June 17 | 9:00am – 11:00am; 2:00pm – 4:00pm |
| Thursday, June 18 | 9:00am – 11:00am |

### SPECIAL EVENTS

| | | |
|---|---|---|
| Tuesday, June 16 | 7:05pm | Pittsburgh Pirates Game |
| Wednesday, June 17 | Noon | Longwall Awards & SME Pittsburgh Lunch |

### EXHIBITOR MOVE-OUT

| | |
|---|---|
| Thursday, June 18 | Noon – 5:00pm |
| Friday, June 19 | 8:00am – 12:00 noon |

SEMCO Productions, LLC. · 295 West Crossville Road · Bldg. 200· Roswell, GA 30075·
Phone: 678-822-9872 Fax: 770.642.4715
www.longwallusa.com · www.semcoproductions.com

# Exhibitor Checklist

| SERVICE | ORDER BY for discounted prices | √ |
|---|---|---|
| Ad Reservation due for Show Directory | April 17 | |
| Ad Copy due for Show Directory | April 17 | |
| Submit Listing for Show Directory | April 17 | |
| Make Hotel Reservations | May 8 | |
| Pittsburgh Pirates Baseball Tickets | May 10 | |
| Order Forklift Service | May 10 | |
| Return Shipping and Freight Service Order Form | May 10 | |
| Order Lead Retrieval Service from QMS | May 20 | |
| VIP Tickets – Free Exhibit Hall Pass For Customers | May 21 | |
| Return Exhibitor Appointed Contractor form if applicable | May 22 | |
| Telephone/Internet | May 22 | |
| Order telecommunications services | May 22 | |
| Order Exhibitor Badges | May 22 | |
| Audio Visual/Computer | May 22 | |
| Order steel plates for heavy equipment | May 27 | |
| Electrical | May 27 | |
| Compressed Air | May 27 | |
| Sign/Banner Hanging | May 29 | |
| Labor/Booth Furnishings/Signs | May 29 | |
| Floral | May 29 | |
| Booth/Carpeting | May 29 | |
| Advance Shipment of Freight to Warehouse… no later than | June 5 | |
| Direct Shipment of Freight to David L. Lawrence Convention Center | Starting June 12 | |
| Order post-show attendee list | Available 30 days after the show | |

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# Important Contacts

**Exhibit Space and Show Directory Sales**

Tim Fearney
SEMCO Productions, LLC.
295 West Crossville Road, Bldg. 200
Roswell, GA 30075
Phone +1 678.822.9804; Fax +1 770.642.4715
tim@semcoproductions.com

**Event Management**

Keisha Wilson
SEMCO Productions, LLC.
295 West Crossville Road, Bldg. 200
Roswell, GA 30075
Phone +1 678.822.9872; Fax +1 770.642.4715
keisha@semcoproductions.com

**Magazine Advertising Sales**

Victor W. Matteucci-Midwest/East Region
Phone +1 440.257.7565;
vmatteucci@mining-media.com

-AND-

Mary Lu Buse- West Region
Phone +1 818.871.0125
mlbuse@mining-media.com

**Decorating Services and Exhibitor Services, Drayage**

Ryan Yemm
Heritage Exposition Services
Phone +1 800.360.4323; Fax +1 314.534.8050
ryany@heritageexpo.com

# Important Contacts

**Registration**

QMS
Phone +1 678-341-3055
lws@prereg.net

**Utilities including Electrical, Plumbing, Compressed Air**

David L. Lawrence Convention Center
1000 Fort Duquesne Boulevard
Pittsburgh, PA 15222
Phone +1 412.325.6102; Fax +1 412.565.6008

**Telephone and Data Services**

David L. Lawrence Convention Center
Smart City
1000 Ft Duquesne Blvd
Pittsburgh, PA 15222
Phone +1 800-446-6911; Fax +1 702-943--6001

**Show Hotel**

The Westin Convention Center Pittsburgh
1000 Penn Avenue
Pittsburgh, PA 15222 USA
Phone +1 412.281.3700; Fax +1 412.227.4504
Click HERE for Reservations

**Audio Visual**

Three Rivers Entertainment
Nick Phelps
Phone +1 412.325.6115;
nphelps@3riversentertainment.com

# Hotel Information

Exhibitors are responsible for making their own hotel reservations.

SEMCO Productions has contracted special room rates at the following hotel for your convenience:

**The Westin Convention Center Pittsburgh**
**1000 Penn Avenue**
**Pittsburgh, PA 15222 USA**
**Phone +1 412.281.3700; Fax +1 412.227.4500**

**Single or Double: $199/night**

Immerse yourself in the heart of the city. Convenient for business and leisure, The Westin is connected by skywalk to the Gold LEED-certified David L. Lawrence Convention Center. All of their 573 comfortable guest rooms and 43 suites feature downtown or river views, plus the sublime Westin Heavenly Bed® and Heavenly Bath®. The Westin's stylish and contemporary Traditional Rooms are among the largest in the city at 408 square feet.

For online reservations:

Go to our personalized show website at:
https://www.starwoodmeeting.com/StarGroupsWeb/booking/reservation?id=1411204043&key=F090B2E

Or call Central Reservations at +1 412.281.3700.

**The deadline to get the discounted Longwall USA rate is May 8th.**

# Directions to the Westin Convention Center

Use MapQuest or Google Maps

*To David L. Lawrence Convention Center*
*1000 Fort Duquesne Blvd*
*Pittsburgh, PA 15222*

**From the Airport:** Take I-376 E (towards Pittsburgh) through the Fort Pitt Tunnel and across the Fort Pitt Bridge. Take Ft. Duquesne Blvd Exit 6C. Follow sign to Convention/Strip District on 10th Street Bypass. Convention Center located on the right.

**From the East | PA Turnpike**: I-76 W (PA Turnpike) to Exit 57 Pittsburgh. Take I-376 W to Exit 72B Blvd. of the Allies. Take I-579 N to Seventh Ave /Convention Center Exit. Take Seventh Ave. Turn right onto William Penn Way. William Penn Way becomes 10th St. Convention Center straight ahead.

**From the West | PA Turnpike:** I-76 E (PA Turnpike) to Exit 28 Cranberry. Follow signs to I-79 S to I-279 S across Ft. Duquesne Bridge to 10th Street Bypass. Convention Center located on the right.

**From the North:** I-79 S to I-279 S across Ft. Duquesne Bridge to 10 th Street Bypass. Convention Center located on the right.

**From the South:** I-79 N to Exit 59 A Pittsburgh to I-279 N through Ft. Pitt Tunnels and across the Ft. Pitt Bridge. Take Ft. Duquesne Blvd Exit 6C. Follow sign to Convention/Strip District on 10th Street Bypass. Convention Center located on the right.

***Parking***

A 700-car parking garage with an 8' clearance is available in the Convention Center. The entrances and exits are located on 10th Street and 11st Street on the eastside of the David L. Lawrence Convention Center. For more information, click to Alco Parking Corporation.

Click here to view parking options within a 15-minute walk of the DLCC, or go to ParkPGH.org for real-time parking availability.

# FREE Show Directory Listing and Advertising Specifications
# Deadline April 17, 2015

The Longwall USA Show Directory is a key source of information for show attendees. It is very important that you update your directory listing as attendees refer to the directory during and after the show.

**FREE Show Directory Listing**

To create your listing, please provide a brief (100 word) company description to be included in the show directory. Click HERE to submit.

**Advertise in the Show Directory**

Advertising in the Longwall USA Show Directory is a great way to enhance your exposure to the LW15 audience. As people refer to the directory during the show and throughout the year, make sure your brand stands out with a directory advertisement!

For advertising queries, please contact Tim Fearney at tim@semcoproductions.com

**Ad rates and specifications:**

| Type | Dimensions |
|---|---|
| Full Page | 7-7/8" x 10-3/4" (200 x 273mm) + ⅛" bleed to each edge |
| 1/2 page (H) | 7" x 4-5/8" (178 x 117 mm) |
| 1/2 page (V) | 3-3/8" x 10" (86 x 254 mm) |
| 1/4 page (V) | 3-3/8" x 4-5/8" (86 x 117 mm) |
| Logo | we'll size to fit listing |

Advertisements exceeding type size in any dimension are considered oversize.

**File Formats and Specifications**

- Ads and logos are accepted in the following formats: PDF, TIFF, EPS
- All placed images should be at 300dpi at final size. Lower resolution images will result in poor quality reproduction.

**COLOR:** Entire publication is printed in 4 color process. Total ink saturation should not exceed 280%.

Please contact David Jones at djones@mining-media.com for questions about ad specifications or to send in your artwork. Please reference Longwall USA Directory Ad in the subject line.

# Show Directory Advertising Insertion Order Form

## Deadline April 17, 2015

Company Name_____ Booth #_____

# ____ full page ads @ $2,000 = $_____ # ____ ½ page ads @ $1,200 = $_____

# ____ ¼ full page ads @ $750 = $_____ # ____ Company Logo @ $150 = $_____

____ Check payable to SEMCO Productions, LLC. ____ VISA ____ MasterCard ____ AMEX

Card Number _____ Exp Date_____

Name on Card _____

Billing Address _____

City _____ State/Providence _____ Zip/Postal Code _____

Signature** _____

**Payment must accompany request**

**Signature indicates that you have read and agree to the terms and conditions below.

### TERMS AND CONDITIONS

Exhibitor agrees to pay amount indicated for advertisement as published on the Show Directory Advertising form or determined by Show Management. Payment is non-refundable. Acceptance of this application by SEMCO Productions, LLC. constitutes as a contract.

**Email Form to:** keisha@semcoproductions.com
or fax to 770-642-4715

**Email Artwork to:** djones@mining-media.com

SEMCO Productions, LLC. · 295 West Crossville Road · Bldg. 200· Roswell, GA 30075·
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# Union Worker Rules

To provide a uniform standard for labor, charges, and services, union labor is required at the David L. Lawrence Convention Center. Union labor is intended to encourage consistent levels of quality service for meeting planners, show managers and exhibitors. Below are the different local unions that work in the building, and the service they provide.

**Teamsters** – Local #249 - An exclusive services at the DLCC. The teamsters unload and transport equipment, crates, and other materials from the loading dock to the exhibitors' booth or to the proper location. Once the crates are empty, the teamsters will remove the crates/empties (after empty sticker affixed on crate) and place in boneyard or back on trailer. They will also provide any transporting of equipment throughout the center.

**Floor coverers/Banner Riggers--** Local #1759, Greater PA Regional Council of Carpenters, 412-922-6200– The floor coverers provide all carpet laying, whether it is for a specific booth or aisle carpeting. Other services provided through this union is the floor marking, pipe and drape mantling/dismantling, booth sets (tables).

**Carpenters** – Local #'s142, 165, 211, 1160, 462, 541, 1010, 230- Greater PA Regional Council of Carpenters, 412-922-6200 – The carpenters provide labor for installation of booths requiring power tools. They also provide labor for mantling/dismantling of booths that are bigger than a 10x20 booth.

**Electricians** – Pittsburgh Building Trades – Exclusive services at the DLCC. Provides all electrical work for events. In-house electricians supplemented by IBEW Local 5 as needed.

**Pittsburgh Building Trades – Electricians and Audio Visual Labor** – Exclusive services at the DLCC. Provides all electrical work and audio visual labor for events. In-house electricians supplemented by IBEW Local 5 as needed. Provides all Audio Visual labor including set up, rigging, spotlight operations, camera operation, stage sets, screens, microphones and strike.

**Telecommunications** – Priority Networks – Exclusive services at the DLCC. Provides all labor for installation of fiber connectivity, internet, and telephone lines.

# Display Rules and Regulations

## Installation Deadlines

Exhibit space must be occupied by 5 p.m. on Monday, June 15, 2015. If not occupied by that time and if Show Management has not been advised of a delay, the booth space will be considered abandoned and can be used at the discretion of Show Management.

## Finished Surfaces

Any raw or unfinished surfaces facing or neighboring another booth or aisle must be covered and must not carry identification signs or other copy that would detract from the adjoining exhibit.

## Display Regulations

*Standard Booth:* One or more standard units in a straight line.

- Maximum back wall height -- 8'
- Maximum height rear five feet from back wall -- 8'
- Maximum height from five feet from aisle -- 4'

*Peninsula Booth:* Exhibit with one or more display levels in four or more standard units back to back with an aisle on three sides.

- Maximum height -- 16'
- Structures must be 5' from each aisle to keep the line of sight open to neighboring booths.

*Island Booth:* Exhibit with one or more display levels in four or more standard units with aisles on all four sides.

- Maximum height -- 16'

## Hanging Signs

Hanging signs are permitted over peninsula and island booths only.

## Restricted Activities

**Distribution:** The distribution of food & beverages, literature, promotional items, samples, etc., is restricted to contracted exhibit space. Any distribution or other activity interfering with the activities of neighboring exhibitors or the obstruction of aisles will not be allowed.
**Photography and Videotaping:** All photographic rights are those of Show Management. Exhibitors may obtain written approval from Show Management for the photographing of their own exhibit.
**Balloons:** No helium balloons or lighter than air items (confetti, smoke, glitter, etc.) will be permitted.
**Children:** Children under the age of 18 are not allowed in any area of the exhibit hall or seminar areas.

## Signs, Logos and Company Identification

The placement of signs, logos, trademarks, and other forms of company identification located within 10' of neighboring display must face into your exhibit, or signs, logos and company ID placed along with back wall in a standard, in-line booth must stay within the 8' high back wall.

## Obstruction of Aisles or Booths

Aisles are the property of the entire show and each exhibitor has the responsibility to assure proper flow of traffic. Any demonstration or activity which results in obstruction of aisles, prevents ready access to nearby booths or otherwise creates a hazardous condition is an infringement on the rights of other exhibitors. The aisles must remain unobstructed at all times.

## Fire Laws

All display materials must be flameproof and certified as such. Wiring must comply with local fire department and underwriters rules. Smoking is forbidden. Exhibits must not block aisles, fire exits or fire extinguishers. No decorations of paper, pine bough, leafy decorations, free branches or other combustible materials are allowed. No storage behind exhibits is permitted. Acetate and most rayon drapes are not flameproof and are prohibited.

## Sound

Sound level must be maintained so as not to disturb other exhibitors. (At the discretion of Show Management)

## Character of Exhibits

Show Management reserves the right to approve the character of the display and to prohibit any display which detracts from the general character of the show. It is the exhibitor's responsibility to create an attractive display booth.

# GENERAL INFORMATION

**Exhibit Space includes (per 10' x 10' booth):**

- 8' high back drape
- 3' high side drape
- One 7" x 44" ID Sign (includes company name and booth number)
- The exhibit hall has a concrete floor – Booth Flooring is required
- Five complimentary exhibit badges for booth personnel per 10' x 10' booth
- One complimentary Conference badge

**Exhibit Hall Carpeting**

Carpet or Floor Covering is required in all booths. The aisles are carpeted in tuxedo (grey carpet with black specks). Exhibitors may bring own Floor Covering or you may rent through Heritage Exposition Services. Please refer to the enclosed carpet brochure and furniture/carpet order form.

**Rate Discount Deadline**

In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by Friday, May 29th, 2015

**Exhibitor Work Rules**

The David L. Lawrence Convention Center is a union facility although exhibitors may do some work without hiring labor. The following provides an outline of exhibitor work rules:

**Exhibitors may:**

- Erect/dismantle 10′ x10′ pop-up booths using hand tools only. (no power tools)
- Install custom fit, logo skirting for their tables
- Plug/unplug and turn on/off small 120v equipment and products
- Wipe down and clean products and equipment
- Hand carry booth material in one trip without the use of material handling equipment. This does not include briefcases or luggage. One trip only.

All other booth materials must be constructed by union workers in direct supervision by Exhibitor.

**Floor Load Capacity**

Floor load capacity at the David L. Lawrence Convention Center is limited to 350 lbs per square foot. A steel plate order form is included in this service kit for your convenience. If you require assistance in determining whether your display complies, please do not hesitate to contact Ryan Yemm at 314-534-8500.

**Dear Exhibitor:**
Your company is exhibiting at the event below.
Please direct this service manual to the person in charge of your exhibit.

2015 LONGWALL USA
Exhibition & Conference
June 16-18, 2015 David L. Lawrence Convention Center Pittsburgh, PA

# 2015 LONGWALL USA EXHIBITION & CONFERENCE

JUNE 16 – JUNE 18, 2015

DAVID L. LAWRENCE CONVENTION CENTER
PITTSBURGH, PENNSYLVANIA

HERITAGE
EXPOSITION SERVICES

Heritage Exposition Services • Toll Free: 1 (800) 360–4323 • Fax: (314) 533-0906 • exhibitorservices@heritageexpo.com
www.heritageexpo.com

# General Information

**Booth Equipment**
Each 10'x10' booth will be set with 8' high black & gold back drape, 3' high black side dividers and a 7" x 44" one-line identification sign.

**Exhibit Hall Carpet**
The exhibit area is NOT carpeted, however the aisles are carpeted in tuxedo (gray with black specks). To enhance the appearance and comfort of your booth, rental carpet is available through Heritage Exposition Services. Please refer to the enclosed carpet brochure and furniture/carpet order form.

**Discount Price Deadline Date**
In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by Friday, May 29th, 2015.

**Shipments to Advance Warehouse Deadline Date**
To avoid late fees all shipments to the advanced warehouse must arrive no later than Monday, June 5th, 2015.

## Show Schedule

**Exhibitor Move-In**

| | | | |
|---|---|---|---|
| Friday | June 12th | By appointment only for large equipment | |
| Monday | June 15th | 8:00 a.m. - 5:00 p.m. | All exhibitors |

**Exhibit Hours**

| | | |
|---|---|---|
| Tuesday | June 16th | 10:00 a.m. - 5:00 p.m. |
| Wednesday | June 17th | 10:00 a.m. - 5:00 p.m. |
| Thursday | June 18th | 9:00 a.m. - 12:00 p.m. |

**Exhibitor Move-Out**

| | | |
|---|---|---|
| Thursday | June 18th | 12:00 p.m. - 5:00 p.m. |
| Friday | June 19th | 8:00 a.m. - 12:00 p.m. |

- Empty crates and containers will begin being returned at 12:00 p.m., Thursday, June 18th.
- All carriers must check-in no later than 9:00 a.m. on Friday, June 19th. Heritage will begin redirecting all outbound freight not claimed by appointed freight carriers to the preferred show carrier at 9:00 a.m.
- Please refer to the Outbound Shipments Form included in this packet for detailed information regarding outbound shipping procedures.

(Continued on next page)

# General Information

**Shipping Information**
Advance Warehouse Shipping Address:

Exhibitor Company Name and Booth Number
Heritage Exposition Services
UPS Freight C/O APA
20 39TH St.
Pittsburgh, PA 15201
FOR: Longwall 2015

Heritage will accept crated, boxed or skidded material beginning Monday, May 18th, 2015 at the above address. Material arriving after Friday, June 5th, 2015 will be received at the warehouse with an additional after deadline charge.

Show Site Shipping Address:

Exhibitor Company Name and Booth Number
C/O Heritage Exposition Services
David L. Lawrence Convention Center
1000 Fort Duquesne Blvd
Pittsburgh, PA 15222
FOR: Longwall 2015

Freight will be accepted at show site beginning Friday, June 12th, 2015. Certified weight tickets are recommended. See the Material Handling Instructions within this kit for additional information.

**FLOOR LOAD CAPACITY**
Floor load capacity at the David L. Lawrence Convention Center is limited to 350 lbs per square foot. A steel plate order form is included in this service kit for your convenience. If you require assistance in determining whether your display complies, please do not hesitate to contact Ryan Yemm @ 314-534-8500.

**Service Center Hours**
The Heritage Exhibitor Service Center will be staffed during exhibitor move-in and exhibitor move-out.

**Assistance**
We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services at 314-534-8500.

## We Appreciate Your Business

**Remit To:**

HERITAGE
EXPOSITION SERVICES
620 Shenandoah Ave. • St. Louis, MO 63104
Phone 314/534-8500 • Fax 314/533-0906

# CREDIT CARD AUTHORIZATION RECAP OF SERVICES FORM

**One copy of this form with your check or credit card information must be forwarded to Heritage at the above address. All orders received at the Exhibitor Service Desk will be charged at standard rates. All outstanding balances must be paid by the close of the show. Adjustments to your invoice will not be made after the close of the show. Heritage requires that you provide a credit card authorization form if you require material handling, sign hanging or labor services. For your convenience, Heritage will use the authorization to charge your credit card for any charges which Heritage may be obligated to pay on behalf of exhibitor, including without limitation, any shipping charges from HES Logistics Inc., if incurred.**

If you wish to charge the amount of your advance order to your credit card account, please complete the following:

**Card Holder's Name (*Please print*):** _____

**Cardholder's Signature:** _____

**Credit Card Billing Address:** _____

**City:** _____ **State:** _____ **Zip:** _____

**Credit Card Number:** _____ **V- Code** ___/___/___/___ **Expiration Date** ___/___
(3 – 4 Digit # On Back of Card or Front of AMEX)

**Charge to:** _____ American Express _____ MasterCard _____ Visa _____ Discover

If for any reason the submitted credit card or check is declined or returned, a $25.00 processing fee will be added to the final invoice. For your convenience, we will also process your card for payment of any additional charges incurred at show site. We will automatically provide this service unless informed otherwise by you.

FURNITURE/CARPET ..... $ _____
HASSLE FREE PACKAGE ..... $ _____
ESTIMATED MATERIAL HANDLING/DRAYAGE (Credit Card Required) ..... $ _____
PRIORITY EMPTY CONTAINER RETURN/ACCESSIBLE STORAGE ..... $ _____
ESTIMATED LABOR (Credit Card Required) ..... $ _____
RENTAL UNITS ..... $ _____
BOOTH CLEANING ..... $ _____
SIGN SERVICE ..... $ _____

**Please note**: In some instances equipment or services listed above may be handled by other contractors. Payment should be made directly to those contractors and not listed as part of the total due Heritage.

**TOTAL AMOUNT DUE $** _____

NAME OF CONVENTION **LONGWALL 2015** BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____

NAME _____ DATE _____
(Signature)

**Please Fax or Mail This Form Promptly To the Address Above-Retain One Copy for Your Files**

CC-REC

**Remit To:**
HERITAGE
EXPOSITION SERVICES
620 Shenandoah Ave. • St. Louis, MO 63104
Phone 314/534-8500 • Fax 314/533-0906

# FURNITURE/CARPET RENTAL ORDER FORM

**Discount prices only apply to orders received with full payment by the discount deadline date listed on the general information page. All charges for equipment and/or services are payable in advance or when placing order at show site. Orders will not be processed without payment. For your convenience, MasterCard, American Express, Visa and Discover will be accepted. Fax orders will be accepted with enclosed credit card authorization form only. Charges for rental items listed below are for the duration of the show, and include delivery and removal. Cancellation of equipment delivered will be subject to a 100% cancellation charge for labor involved. Orders received after deadline are subject to availability.**

## FURNITURE

| ITEM # | QTY | | DISCOUNT RATES | STANDARD RATES | AMOUNT |
|---|---|---|---|---|---|
| F60 | _____ | Plastic Side Chair (White) | 47.40 | 61.65 | _____ |
| F50 | _____ | Padded Sled Base Chair (Gray) | 61.85 | 80.45 | _____ |
| F9 | _____ | Padded Chair (Gray) | 61.85 | 80.45 | _____ |
| F10 | _____ | Padded Arm Chair (Gray) | 67.10 | 87.20 | _____ |
| F20 | _____ | Custom Padded Arm Chair | 79.20 | 103.00 | _____ |
| F30 | _____ | Padded High Stool (Gray) | 75.75 | 98.50 | _____ |
| F40 | _____ | Custom Padded High Stool | 99.45 | 129.30 | _____ |
| F75 | _____ | Executive Chair | 195.00 | 253.50 | _____ |
| | _____ | 30" Diameter Pedestal Table (Gray). | 119.10 | 154.85 | _____ |

F80 ☐ 18" High F90 ☐ 30" High F100 ☐ 42" High

## CARPET

| | | | | | |
|---|---|---|---|---|---|
| C10 | _____ | 9' X 10' | 166.70 | 216.75 | _____ |
| C20 | _____ | 9' X 20' | 327.30 | 425.50 | _____ |
| C30 | _____ | 9' X 30' | 489.45 | 636.30 | _____ |
| C40 | _____ | 9' X 40' | 657.70 | 855.00 | _____ |
| C50 | _____ | 9' X _____ Per 10' increment | 166.70 | 216.75 | _____ |

**AREA CARPET** (Indicate Dimensions for Special Size Carpet)
C60_____, _____' X _____' per sq. ft. (100 sq. ft. min.) 2.80 3.65 _____

**COLORS:** ☐ RED BLUE ☐ HUNTER GREEN ☐ BURGUNDY
☐ PLUM ☐ GRAY ☐ BLACK

**Area carpet is required for all booths larger than 30', or for booths configured as islands or peninsula areas.**

**PADDING AND VISQUEEN** (90 sq. ft. min.)

| | | | | | |
|---|---|---|---|---|---|
| C70 | _____ ' X _____ ' | Carpet padding/per sq. ft. | 1.40 | 1.80 | _____ |
| C80 | _____ ' X _____ ' | Visqueen covering/per sq. ft. | .85 | 1.05 | _____ |

## DRAPED DISPLAY TABLE

| ITEM # | QTY | | DISCOUNT RATES | STANDARD RATES | AMOUNT |
|---|---|---|---|---|---|
| F110 | _____ | 4' Table – 30" high | 85.60 | 111.25 | _____ |
| F120 | _____ | 6' Table – 30" high | 102.95 | 133.80 | _____ |
| F130 | _____ | 8' Table – 30" high | 120.30 | 156.35 | _____ |
| F140 | _____ | 4' Table – 42" Counter high | 106.40 | 138.30 | _____ |
| F150 | _____ | 6' Table – 42" Counter high | 123.75 | 160.85 | _____ |
| F160 | _____ | 8' Table – 42" Counter high | 141.10 | 183.45 | _____ |
| F170 | _____ | 4th side table drape | 35.85 | 46.60 | _____ |

**COLORS:** ☐ RED ☐ BLUE ☐ TEAL ☐ BURGUNDY ☐ HUNTER GREEN
☐ PLUM ☐ GRAY ☐ BLACK ☐ WHITE ☐ GOLD ☐ EXPO GREEN

## UNDRAPED DISPLAY TABLE

| | | | | | |
|---|---|---|---|---|---|
| F190 | _____ | 4' Table – 30" high | 54.95 | 71.40 | _____ |
| F200 | _____ | 6' Table – 30" high | 67.10 | 87.20 | _____ |
| F210 | _____ | 8' Table – 30" high | 79.80 | 103.75 | _____ |
| F220 | _____ | 4' Table – 42" Counter high | 59.55 | 77.45 | _____ |
| F230 | _____ | 6' Table – 42" Counter high | 70.55 | 91.70 | _____ |
| F240 | _____ | 8' Table – 42" Counter high | 86.15 | 112.00 | _____ |

## TABLE RISERS COVERED WHITE

**(Riser Dimension: 10" Wide x 8" high)**

| | | | | | |
|---|---|---|---|---|---|
| F250 | _____ | 4' Long riser | 37.80 | 49.15 | _____ |
| F260 | _____ | 6' Long riser | 46.50 | 60.45 | _____ |
| F270 | _____ | 8' Long riser | 56.20 | 73.05 | _____ |

## SPECIAL DRAPE BACKGROUNDS

| | | | | | |
|---|---|---|---|---|---|
| F280 | _____ | 3' H. Background/per ft. | 11.55 | 15.05 | _____ |
| F290 | _____ | 8' H. Background/per ft. | 12.70 | 16.55 | _____ |

**COLORS:** ☐ RED ☐ BLUE ☐ TEAL ☐ BURGUNDY ☐ HUNTER GREEN
☐ PLUM ☐ GRAY ☐ BLACK ☐ WHITE ☐ GOLD ☐ EXPO GREEN
*Show colors will be given when color is not selected.

**7% Tax** _____

**TOTAL ORDER** _____

NAME OF CONVENTION **LONGWALL 2015** BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____ NAME _____ DATE _____
(SIGNATURE) (PLEASE PRINT)

**Please Fax or Mail This Form Promptly To The Address Above-Retain One Copy For Your File**

FC-H

# Chairs/Carpet

## Chairs

### Furniture

F60 Plastic Side Chair, White
F50 Padded Sled Base Chair, Gray
F9 Padded Chair, Gray
F10 Padded Arm Chair, Gray
F30 Padded High Stool, Gray
F20 Padded Arm Chair, Custom
F40 Padded High Stool, Custom
F75 Executive Chair

F60

F50

F9

F10

F30

F20

F40

F75

## Carpet

Black

Red

Burgundy

Gray

Blue

Plum

Hunter Green

# Display Tables

F80

F90

F100

## Pedestal Tables

F80 Pedestal Table 30″ x 18″ h
F90 Pedestal Table 30″ x 30″ h
F100 Pedestal Table 30″ x 42″h

## Draped Display Tables

F110 4′ x 2′x 30″
F120 6′ x 2′ x 30″
F130 8′ x 2′ x 30″
F140 4′ x 2′ x 42″
F150 6′ x 2′ x 42″
F160 8′ x 2′ x 42″

## Undraped Display Tables

F190 4′ x 2′x 30″
F200 6′ x 2′ x 30″
F210 8′ x 2′ x 30″
F220 4′ x 2′x 42″
F230 6′ x 2′ x 42″
F240 8′ x 2′ x 42″

F190
F220

F110
F140

Red

Teal

Burgundy

Gray

Plum

White

Hunter Green

Expo Green

Gold

Blue

Black

F200
F230

F120
F150

F210
F240

F130
F160

**Remit To:**

HERITAGE
EXPOSITION SERVICES
620 Shenandoah Ave. • St. Louis, MO 63104
Phone 314/534-8500 • Fax 314/533-0906
exhibitorservices@heritageexpo.com

# ACCESSORIES/DISPLAY RENTAL ORDER FORM

**Discount prices only apply to orders received with full payment by the discount deadline date listed on the general information page. All charges for equipment and/or services are payable in advance or when placing order at show site. Orders will not be processed without payment. For your convenience, MasterCard, American Express, Visa and Discover will be accepted. Fax / Email orders will only be accepted with enclosed credit card authorization form. Charges for rental items listed below are for the duration of the show, and include delivery and removal. Cancellation of equipment delivered will be subject to a 100% cancellation charge for labor involved. Orders received after deadline are subject to availability.**

## ACCESSORIES

| ITEM # | QTY | | DISCOUNT RATES | STANDARD RATES | AMOUNT |
|---|---|---|---|---|---|
| A10 | ____ | Wastebasket | 16.65 | 21.65 | ____ |
| A20 | ____ | Tripod Easels | 27.75 | 36.10 | ____ |
| D250 | ____ | Chrome Sign Holder | 102.35 | 133.05 | ____ |
| A30 | ____ | Chrome Stanchion | 20.80 | 27.05 | ____ |
| A40 | ____ | Velour Rope 6′ Black | 20.80 | 27.05 | ____ |
| A50 | ____ | Coat Tree | 60.35 | 78.50 | ____ |
| A60 | ____ | Chrome Bag Rack | 60.35 | 78.50 | ____ |
| A70 | ____ | Literature Rack | 117.95 | 153.35 | ____ |
| A80 | ____ | Garment Rack 5′ | 64.75 | 84.20 | ____ |
| A90 | ____ | 2 Way Straight Arm Rack | 88.80 | 115.45 | ____ |
| A100 | ____ | 4 Way Slant Arm Rack | 99.45 | 129.30 | ____ |
| A106 | ____ | Raffle Ticket Drum | 55.00 | 71.50 | ____ |
| A107 | ____ | Fishbowl | 20.00 | 26.00 | ____ |
| A110 | ____ | 6′ Tensabarrier | 94.35 | 122.70 | ____ |

## DISPLAY

| ITEM # | QTY | | DISCOUNT RATES | STANDARD RATES | AMOUNT |
|---|---|---|---|---|---|
| D10 | ____ | Pegboard Panels (4'x8') | 166.55 | 216.50 | ____ |
| D11 | ____ | Pegboard 6″ Single Hook | 8.35 | 10.85 | ____ |
| D12 | ____ | Pegboard 8″ Single Hook | 9.70 | 12.65 | ____ |
| D20 | ____ | Tackboard Panels (4'x8') | 124.90 | 162.40 | ____ |
| | | ☐ Horiz. ☐ Vert. | | | |
| D31 | ____ | Fabric Impact Panel 1 Meter x 8 | 305.30 | 396.89 | ____ |
| D40 | ____ | Gridwall 2′x8′ Black | 113.80 | 147.95 | ____ |
| D60 | ____ | Gridwall 6″ Single Hook | 8.35 | 10.85 | ____ |
| D70 | ____ | Gridwall 8″ Single Hook | 9.70 | 12.65 | ____ |
| D50 | ____ | Slatwall 1 Meter x 8 | 152.65 | 198.45 | ____ |
| D120 | ____ | Slatwall Waterwalls Hooks | 25.00 | 32.50 | ____ |
| D121 | ____ | Slatwall 8″ Bracket | 9.70 | 12.65 | ____ |
| D130 | ____ | Shelf 1 meter wide | 41.65 | 54.15 | ____ |
| D210 | ____ | Acrylic Holder | 17.35 | 22.55 | ____ |
| D220 | ____ | Arm Light | 37.00 | 48.10 | ____ |
| D140 | ____ | 4′ Full View Showcase | 367.80 | 478.10 | ____ |
| D150 | ____ | 6′ Full View Showcase | 395.55 | 514.20 | ____ |
| D160 | ____ | 4′ Quarter View Showcase | 312.25 | 405.95 | ____ |
| D170 | ____ | 6′ Quarter View Showcase | 351.60 | 457.05 | ____ |
| MD20 | ____ | Counter 1 Meter | 388.60 | 505.15 | ____ |
| MD21 | ____ | Counter 2 Meter | 543.55 | 706.65 | ____ |
| MD22 | ____ | Curved Counter 1 Meter | 427.46 | 555.67 | ____ |
| | | ☐ Black Fabric ☐ Gray Fabric ☐ White PVC | | | |
| MD60 | ____ | Counter Lock | 21.95 | 28.55 | ____ |
| | | *Counter Doors / Locks Not Available on Curved Counter* | | | |
| MD30 | ____ | Cabinet 1 Meter (White/ Lockable) | 466.32 | 606.22 | ____ |

**7% Tax** _____

**TOTAL ORDER** _____

NAME OF CONVENTION **LONGWALL 2015** BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____ NAME _____ DATE _____

(SIGNATURE) (PLEASE PRINT)

# Accessories

A10

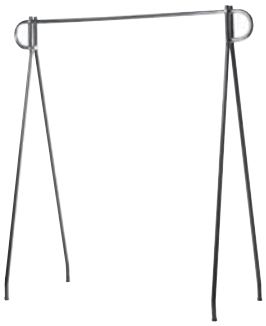
D250

A30

A40

A20

A70



A80

A60

A100

A80

A110

A106

A107

**Accessories:**

A10 Wastebasket
A20 Tripod Easel
D250 Chrome Sign Holder
A30 Chrome Stanchion
A40 Velour Rope 6′ Black
A50 Coat Tree
A60 Chrome Bag Rack
A70 Literature Rack
A80 Garment Rack 5′
A90 2 Way Straight Arm Rack
A100 4 Way Slant Arm Rack
A110 6′ Tensabarrier
A106 Raffle Ticket Drum
A107 Fishbowl

# Display

D10

D50

D40

D31

D11
D12

D121

D60
D70

D130

D220

D120

D140
D150 (Shown)

D160
D170 (Shown)

D20
D30 (Shown)

MD30

MD20 (Shown)
MD21

MD22

## Display

D10 Pegboard Panels 4'x8' Vertical
D50 Slatwall 1 Meter x 8'
D40 Gridwall 2'x8'
D31 Fabric Impact Panel 1 Meter x 8
D11 Pegboard 6" Single Hook
D12 Pegboard 8" Single Hook
D121 Slatwall 8" Bracket
D60 Gridwall 6" Single Hook
D70 Gridwall 8" Single Hook
D130 Shelf 1 meter wide x 12" deep
D220 Arm Light
D120 Slatwall Waterwalls Hooks
D140 4' Full View Showcase
D150 6' Full View Showcase
D160 4' Quarter View Showcase
D170 6' Quarter View Showcase
D20 Vertical Tackboard
D30 Horizontal Tackboard
MD30 Display Cabinet 1 Meter
MD20 Display Counter 1 Meter
MD21 Display Counter 2 Meter
MD22 Curved Counter 1 Meter

To:

# HERITAGE
EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104
Phone 314/534-8500 • Fax 314/533-0906

## "HASSLE-FREE" FURNITURE PACKAGE

Prices only apply to orders received with full payment at the above address 14 days prior to first day of set up. Floor orders for Hassle Free Furniture Packages will not be accepted at show site.

All charges for equipment and/or services must be paid in advance. For your convenience, MasterCard, American Express, Discover and Visa will be accepted. Fax orders will be accepted with enclosed credit card authorization form only. Charges for rental items listed below are for the duration of the show, and include delivery and removal.

**NO CANCELLATIONS OR EXCHANGES OF EQUIPMENT WILL BE ACCEPTED!**

Complete exhibit booth furniture packages are offered as a special exhibitor service. For a discounted price, exhibitors can purchase "Hassle-Free" Furniture Packages, as follows:

☐ Furniture Package 1 @ $121.00 comprised of:

- Two (2) Folding Chairs
- One (1) Wastebasket
- One (1) 6' x 30" high Black Skirted Table

☐ Furniture Package 2 @ $220.00 comprised of:

- Two (2) Grey Padded High Stools
- One (1) Wastebasket
- One (1) 6' x 40" high Black Skirted Table

**SUBTOTAL** _____

**7% TAX** _____

**TOTAL ORDER $** _____

---

NAME OF CONVENTION **LONGWALL 2015** BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____ NAME _____ DATE _____
(Signature) (Please Print)

**Please Fax or Mail This Form Promptly To The Address Above-Retain One Copy For Your Files**

CC-REC

TRADE SHOW FURNISHINGS 2015

# Product Catalog

HERITAGE
EXPOSITION SERVICES

# PREMIER COLLECTIONS

SEE INDIVIDUAL CATEGORIES FOR DETAILED PRODUCT INFORMATION

## ROMA

CHR003

SFA003

## MIRABEL

CHR001

SFA001

## ALLEGRO

CHR002

SFA002

## KEY WEST

OCB

LSM

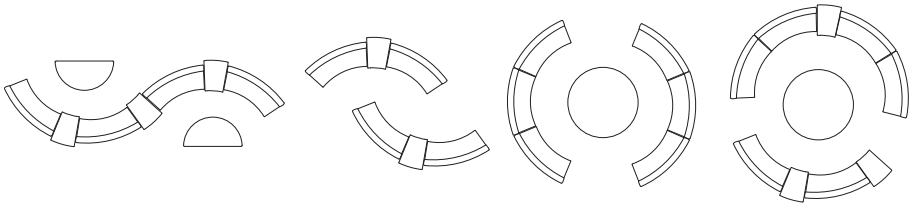
SOM

## SOUTH BEACH

OTS SO1

SO2

**Suggested Uses of South Beach**



## TANGIERS

TANCHR

TANSOF

## NAPLES

NPLCHR

NPLLOV

NPLSOF

## HEATHROW

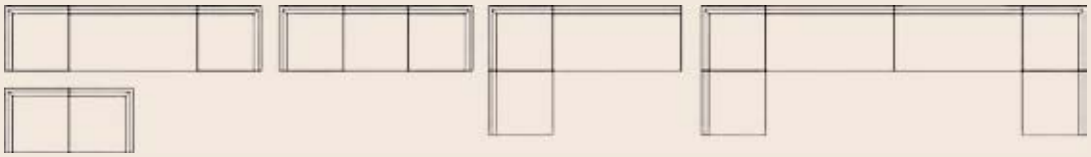
HS008

HC008

HEA08

HCH08

Suggested Uses of Heathrow



# SOFAS & SECTIONALS

HEA08

SO1

SFA001

SFA002

NPLSOF

TANSOF

SOM

SFA003

HS008

SO2

# LOVESEATS

LSM

NPLLOV

**SOFAS & SECTIONALS**

**HEA08 Heathrow Sofa**
Black Vinyl
48"L 24"D 28"H

**SO1 South Beach Sofa**
Platinum Suede
69"L 29"D 33"H

**SFA001 Mirabel Sofa**
Brown Leather
76"L 35"D 32"H

**SFA002 Allegro**
Blue Fabric
73"L 34.5"D 30"H

**NPLSOF Naples Sofa**
Black Vinyl
87"L 30"D 28"H

**TANSOF Tangiers Sofa**
Beige Textured
78"L 37"D 36"H

**SOM Key West Sofa**
Black
85"L 35"D 33"H

**SFA003 Roma**
White Vinyl
78"L 31"D 33"H

**HS008 Heathrow 3 pc. Sectional**
Black Vinyl
72"L 48"D 28"H

**SO2 South Beach 3 pc. Sectional**
Platinum Suede
152"L 40"D 33"H

**LOVESEATS**

**LSM Key West Loveseat**
Black
57"L 35"D 33"H

**NPLLOV Naples Loveseat**
Black Vinyl
62"L 30"D 28"H

## CLUB CHAIRS

CHR003

CHR001

CHR002

NPLCHR

TANCHR

OCB

HCH08

HC008

## OCCASIONAL CHAIRS

SWAN

OCA

OCH

BCW

CCE

LABREA

MADGRY

## MEETING CHAIRS

OCMESP

OCMTAU

**CLUB CHAIRS**

**CHR003 Roma Chair**
White Vinyl
37"L 31"D 33"H

**CHR001 Mirabel Chair**
Brown Leather
36"L 35"D 32"H

**CHR002 Allegro Chair**
Blue Fabric
36"L 34.5"D 30"H

**NPLCHR Naples Chair**
Black Vinyl
36"L 30"D 28"H

**TANCHR Tangiers Chair**
Beige Textured
34"L 37"D 36"H

**OCB Key West Tub Chair**
Black
31"L 31"D 31"H

**HCH08 Heathrow Chair**
Black Vinyl
24"L 24"D 28"H

**HC008 Heathrow Corner Chair**
Black Vinyl
24"L 24"D 28"H

**OCCASIONAL CHAIRS**

**SWAN Swanson Swivel Chair**
White Vinyl
28"L 25"D 18"H

**OCA T-Vac Chair**
Translucent, Chrome
25"L 23"D 30"H

**OCH Madrid Chair**
Black Leather
30"L 30"D 31"H

**BCW Madrid Chair**
White Leather
30"L 30"D 31"H

**CCE Ice Chair**
Transparent, Chrome
17.25"L 20"D 32"H

**LABREA La Brea Swivel Chair**
Charcoal Gray, Fabric
35"L 27"D 40"H

**MADGRY Madden Arm Chair**
Light Gray, Vinyl
27"L 32"D 33"H

**MEETING CHAIRS**

**OCMESP Meeting Chair**
Espresso Leather
25.5"L 23.5"D 34"H

**OCMTAU Meeting Chair**
Taupe Fabric
25.5"L 23.5"D 34"H

# OTTOMANS

BNO08

BN075

END02B



END02W

SAL

OSC

OTH

PUZ2SW

CUBL20

VIB05

VIB06

VIB07

VIB08

VIB01

VIB02

VIB03

VIB04

OTS

OTK

OTL

CCB

CCW

**OTTOMANS**

**BNO08 Bench Ottoman**
Black Vinyl
60"L 20"D 18"H

**BNO75 Bench Ottoman**
White Vinyl
60"L 20"D 18"H

**END02B Endless Square Ottoman**
Black
34"L 34"D 15"H

**END02W Endless Square Ottoman**
White
34"L 34"D 15"H

**SAL Sally Stool**
White
12" Round 17"H

**OSC Milano Cube**
White Leather
17"L 17"D 18"H

**OTH Milano Cube**
Black Leather
17"L 17"D 18"H

**PUZ2SW Puzzle Bench Ottoman**
White
48"L 24"D 18"H

**CUBL20 Edge LED Cube Ottoman**
White Plastic
20"L 20"D 20"H

**Vibe Cube Ottoman**
Waterproof
18"L 18"D 18"H
**VIB05** Yellow Vinyl
**VIB06** Gold/Bronze Vinyl
**VIB07** Beige Vinyl
**VIB08** Orange Vinyl
**VIB01** Green Vinyl
**VIB02** Blue Vinyl
**VIB03** Pink Vinyl
**VIB04** Red Vinyl

**OTS South Beach Wedge Ottoman**
Platinum Suede
25"L 31"D 18"H

**OTK Half Round Ottoman**
Black Leather
72"L 36"D 17"H

**OTL Half Round Ottoman**
White Leather
72"L 36"D 17"H

**CCB Circle Ottoman**
Black Leather
72"L 72"D 17"H

**CCW Circle Ottoman**
White Leather
72"L 72"D 17"H

**CCZ Circle Ottoman**
Black, White Leather
72"L 72"D 17"H

# GROUP SEATING

RSTDIN

DUET

CS8

CS9

SC4

SC1

XCHR

SC9

SC10

CH002

SCF

SCC

SCE

SCD

SC8

SC3

XC3

XC6

CO4

**GROUP SEATING**

**RSTDIN Rustique Chair with arms**
Gunmetal
20"L 18"D 31"H

**DUET Duet Chair**
Black, Chrome
21"L 23"D 33"H

**CS8 Berlin Chair**
Black
18"L 22"D 32"H

**CS9 Berlin Chair**
Red
18"L 22"D 32"H

**SC4 Jetson Chair**
Black
19"L 18"D 31"H

**SC1 New York Chair**
Black, Maple
18"L 17"D 34"H

**XCHR Christopher Chair**
White Vinyl, Chrome
17"L 19"D 35"H

**SC9 Panton Chair**
White
20"L 24"D 33"H

**SC10 Razor Chair**
White
15.38"L 15.5"D 30.5"H

**CH002 Wendy Chair**
Clear Acrylic
15"L 20"D 36"H

**SCF Fusion Chair**
Black, White
19"L 21"D 32"H

**SCC Fusion Chair**
Clear, White
19"L 21"D 32"H

**SCE Fusion Chair**
Red, White
19"L 21"D 32"H

**SCD Fusion Chair**
Green, White
19"L 21"D 32"H

**SC8 Flex Chair with wheels**
24"L 22"D 31"H

**SC3 Brewer Chair**
Onyx, Black
20"L 20"D 32"H

**XC3 Luxor Guest Chair**
Black Leather
27"L 28"D 40"H

**XC6 Altura Guest Chair**
Black Crepe
25"L 20"D 34"H

**CO4 Iso Mesh Chair**
Black
26"L 24"D 38"H

## COCKTAIL TABLES

COLI

C1E

C1D

C1K

C1F

C1C

C1W

C1Y

## SIDE AND END TABLES

TMBTBL

NEMSAC

ETBL

AURA

EOLI

E1E

E1D

E1K

E1F

E1C

CDYTB

E1W

E1Y

CUBTBL

### COCKTAIL TABLES

**COLI Oliver Cocktail Table**
Walnut Finish
47"L 27"D 19"H

**C1E Silverado Cocktail Table**
Glass, Chrome
36" Round 17"H

**C1D Soho Cocktail Table**
Espresso, Metal
38"L 38"D 18.5"H

**C1K Inspiration Cocktail Table**
Glass, Brushed Steel
42"L 28"D 18"H

**C1F Geo Cocktail Table**
Glass, Black
50"L 22"D 16"H

**C1C Geo Cocktail Table**
Glass, Chrome
50"L 22"D 16"H

**C1W Sydney Cocktail Table**
White, Brushed Steel
48"L 26"D 18"H

**C1Y Sydney Cocktail Table**
Black, Brushed Steel
48"L 26"D 18"H

### END TABLES

**TMBTBL Timber Table**
Wood
16" Round 17"H

**NEMSAC Mosaic Tables, Set of 3**
12"L 14"D 16"H
16.5"L 15"D 18"H
20.5"L 16"D 20"H

**ETBL E Table**
Wood
21"L 15.5"D 27.5"H

**AURA Aura Round Table**
White Metal
15" Round 22"H

**EOLI Oliver End Table**
Walnut Finish
22" Round 22"H

**E1E Silverado End Table**
Glass, Chrome
24" Round 22"H

**E1D Soho End Table**
Espresso, Metal
26"L 26"D 27"H

**E1K Inspiration End Table**
Glass, Brushed Steel
24"L 28"D 22"H

**E1F Geo End Table**
Glass, Black
26"L 26"D 20"H

**E1C Geo End Table**
Glass, Chrome
26"L 26"D 20"H

**CDYTB Candy Table**
White/Black Top
18"L 18"D 18"H

**E1W Sydney End Table**
White, Brushed Steel
27"L 23"D 22"H

**E1Y Sydney End Table**
Black, Brushed Steel
27"L 23"D 22"H

**CUBTBL Edge LED Cube Table**
Plexi Top, White Plastic
20"L 20"D 20"H

# CONFERENCE TABLES

CG1

CF2

CE2

OCT6W

CE1

CF1

6'–CB2

MERLIN

WD3

8'–CB3

6'–CD2

8'–CD3

6'–CC6
8'–CC7
10'–CC8

6'–CT06GR
8'–C508GR
10'–CT10GR

CC5

CB1

CONF42

# SAMPLE CONFERENCE SETS

**CONFERENCE TABLES**

**CG1 Manhattan Table**
Glass, Black
42" Round 29"H

**CF2 Geo Table, Rectangular**
Glass, Black
60"L 36"D 29"H

**CE2 Geo Table, Rectangular**
Glass, Chrome
60"L 36"D 29"H

**OCT6W Nova Oval Table**
White, Silver Powder Coated Legs
71"L 36"D 29"H

**CE1 Geo Table, Rounded Square**
Glass, Chrome
42"L 42"D 29"H

**CF1 Geo Table, Rounded Square**
Glass, Black
42"L 42"D 29"H

**CB2 Table**
6' Graphite Nebula
72"L 42"D 29"H

**MERLIN Merlin Multi Use Table**
Gray Laminate, Black
46"L 29"D 30"H

**WD3 Work Table**
White Laminate, White
48"L 24"D 30"H

**CB3 Table**
8' Graphite Nebula
96"L 48"D 29"H

**CD2 Table**
6' Gray Nebula
72"L 42"D 29"H

**CD3 Table**
8' Gray Nebula
96"L 48"D 29"H

**CC6 Table**
6' Mahogany
72"L 36"D 29.5"H

**CC7 Table**
8' Mahogany
96"L 48"D 29.5"H

**CC8 Table**
10' Mahogany
120"L 48"D 29.5"H

**CT06GR Table**
6' Granite
72"L 36"D 29"H

**C508GR Table**
8' Granite
96"L 44"D 29"H

**CT10GR Table**
10' Granite
120"L 46"D 29"H

**CC5 Table**
Mahogany
42" Round 29"H

**CB1 Table**
Graphite Nebula
42" Round 29"H

**CONF42 Table**
White Laminate
42" Round 29"H

## EXECUTIVE CHAIRS

PROEXE

XC2

XC1

XC5

XC4

OTO

## G30 COMMUNAL BAR, CAFÉ & COCKTAIL TABLES

G30BMS

G30BMW

G30BWS

G30BWW

G30DMS

G30DMW

G30DWS

G30DWW

G30CMS

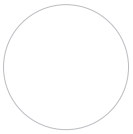
G30CMW

G30CWS

G30CWW

## TABLE TOP OPTIONS

MAPLE


WHITE

### EXECUTIVE CHAIRS

**PROEXE Pro Executive Chair**
White Classic Vinyl
27.5"L 27.5"D 45.7"H
Adjustable

**XC2 Luxor Executive Chair**
Mid Back, Black Leather
27"L 28"D 41"H
Adjustable

**XC1 Luxor Executive Chair**
High Back, Black Leather
27"L 28"D 47"H
Adjustable

**XC5 Altura Executive Chair**
Mid Back, Black Crepe
25"L 25"D 37"H
Adjustable

**XC4 Altura Executive Chair**
High Back, Black Crepe
25"L 25"D 43"H
Adjustable

**OTO Perth Chair**
High Back, Black
23"L 21"D 43"H
Adjustable

### BAR TABLES

**G30BMS Bar Table**
Maple Top
72"L 26"D 42"H

**G30BMW Bar Table**
with Grommet Holes,
Maple Top
72"L 26"D 42"H

**G30BWS Bar Table**
White Top
72"L 26"D 42"H

**G30BWW Bar Table**
with Grommet Holes,
White Top
72"L 26"D 42"H

### CAFÉ TABLES

**G30DMS Café Table**
Maple Top
72"L 26"D 30"H

**G30DMW Café Table**
with Grommet Holes,
Maple Top
72"L 26"D 30"H

**G30DWS Café Table**
White Top
72"L 26"D 30"H

**G30DWW Café Table**
with Grommet Holes,
White Top
72"L 26"D 30"H

### COCKTAIL TABLES

**G30CMS Cocktail Table**
Maple Top
72"L 26"D 18"H

**G30CMW Cocktail Table**
with Grommet Holes,
Maple Top
72"L 26"D 18"H

**G30CWS Cocktail Table**
White Top
72"L 26"D 18"H

**G30CWW Cocktail Table**
with Grommet Holes,
White Top
72"L 26"D 18"H

# BARSTOOLS

BS001

BS002

BS003

RSTSTL

ROLLRD

ROLLGY

ROLLWH

ROLLBL

BSN

BCE

BSS

BST

BSL

BSC

BSD

**BARSTOOLS**

**RSTSTL Rustique Barstool**
Gunmetal
13"L 13"D 30"H

**BS001 Shark Barstool**
White, Chrome
22"L 19"D 34–44"H

**BS002 Zoey Barstool**
White, Chrome
15"L 16"D 26-30.5"H

**BS003 Zoey Barstool**
Black, Chrome
15"L 16"D 26-30.5"H

**ROLLRD Lift Barstool**
Red Vinyl
15" Round
23–33.5"H Adjustable

**ROLLGY Lift Barstool**
Gray Vinyl
15" Round
23–33.5"H Adjustable

**ROLLWH Lift Barstool**
White Vinyl
15" Round
23–33.5"H Adjustable

**ROLLBL Lift Barstool**
Black Vinyl
15" Round
23–33.5"H Adjustable

**BSN Jetson Barstool**
Black
18"L 19"D 29"H

**BCE Ice Barstool**
Transparent, Chrome
16"L 14"D 33"H

**BSS Banana Barstool**
Black, Chrome
21"L 22"D 30"H

**BST Banana Barstool**
White, Chrome
21"L 22"D 30"H

**BSL Gin Barstool**
Maple, Chrome
16"L 16"D 29"H

**BSC Oslo Barstool**
White
17"L 20"D 30"H

**BSD Oslo Barstool**
Blue
17"L 20"D 30"H

# BAR TABLES

30"–VTK
36"–VTP

30"–VTJ
36"–VTN

36"–VTW

30MHSB

VTG

VTB

VTC

30"–WTK
36"–WTP

30"–WTJ
36"–WTN

WTW

30MHTB

WTS

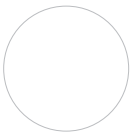
WTB

WTC

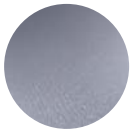
# TABLE TOP OPTIONS

MAPLE

GRAPHITE NEBULA


WHITE LAMINATE

MAHOGANY


SILVER TEXTURED

BRUSHED RED

BRUSHED BLUE

**BAR TABLES**

**Standard Black Base**
30" Round 42"H
**VTK** Maple Top
**VTJ** Graphite Nebula Top
**30MHSB** Mahogany Top
**VTG** Silver Textured Top
**VTB** Brushed Red Top
**VTC** Brushed Blue Top

**Standard Black Base**
36" Round 42"H
**VTP** Maple Top
**VTN** Graphite Nebula Top
**VTW** White Laminate Top

**Tulip Chrome Base**
30" Round 42"H
**WTK** Maple Top
**WTJ** Graphite Nebula Top
**30MHTB** Mahogany Top
**WTS** Silver Textured Top
**WTB** Brushed Red Top
**WTC** Brushed Blue Top

**Tulip Chrome Base**
36" Round 42"H
**WTP** Maple Top
**WTN** Graphite Nebula Top
**WTW** White Laminate Top

# CAFÉ TABLES

30"–ZTK
36"–ZTP

30"–ZTJ
36"–ZTN

ZTQ

30MHSC

ZTG

ZTB

ZTC

30"–XTK
36"–XTP

30"–XTJ
36"–XTN

XTR

30MHTC

XTS

XTB

XTC

# SAMPLE BAR TABLE SETS

**CAFÉ TABLES**

**Standard Black Base**
30" Round 29"H
**ZTK** Maple Top
**ZTJ** Graphite Nebula Top
**30MHSC** Mahogany Top
**ZTG** Silver Textured Top
**ZTB** Brushed Red Top
**ZTC** Brushed Blue Top

**Standard Black Base**
36" Round 29"H
**ZTP** Maple Top
**ZTN** Graphite Nebula Top
**ZTQ** White Laminate Top

**Tulip Chrome Base**
30" Round 29"H
**XTK** Maple Top
**XTJ** Graphite Nebula Top
**30MHTC** Mahogany Top
**XTS** Silver Textured Top
**XTB** Brushed Red Top
**XTC** Brushed Blue Top

**Tulip Chrome Base**
36" Round 29"H
**XTP** Maple Top
**XTN** Graphite Nebula Top
**XTR** White Laminate Top

## TRAINING ROOM

MERLIN

WD3

## BOOKCASES & PRODUCT DISPLAYS

PMB36

PMB42

PDL

36"– PDL36W
42"– PDL42W

BC6

BC7

36"– PDL36B
42"– PDL42B

ET2

ET1

## UTILITY CHAIRS

SY1

DF1

**TRAINING ROOM**

**MERLIN Merlin Multi Use Table**
Gray Laminate, Black
46"L 29"D 30"H

**WD3 Work Table**
White Laminate, White
48"L 24"D 30"H

**BOOKCASES & PRODUCT DISPLAYS**

**Plastic Pedestal**
Black
**PMB36** 24"L 24"D 36"H
**PMB42** 24"L 24"D 42"H

**PDL Locking Door Pedestal**
Black
24"L 24"D 42"H

**Powered Locking Pedestal**
White
**PDL36W**
24"L 24"D 36"H
**PDL42W**
24"L 24"D 42"H

**BC6 Bookcase**
Mahogany
36"L 13"D 71"H

**BC7 Bookcase**
Granite
36"L 13"D 71"H

**Powered Locking Pedestal**
Black
**PDL36B**
24"L 24"D 36"H
**PDL42B**
24"L 24"D 42"H

**ET2 Etagere**
Black
30"L 16"D 70"H

**ET1 Etagere**
Pewter
30"L 16"D 70"H

**UTILITY CHAIRS**

**SY1 Altura Steno Chair**
Black Crepe
25"L 26"D 21"H

**DF1 Altura Drafting Stool**
Black Crepe
25"L 26"D 34"H

## DESKS & CREDENZAS

JD6

JD7

CR6

CR7

## FILES

VF4

VF2

L26

L27

## FRIDGES

R1R

R1Q

**DESKS & CREDENZAS**

**JD6 Executive Desk**
Mahogany
60"L 30"D 29"H

**JD7 Executive Desk**
Granite
60"L 30"D 29"H

**CR6 Credenza**
Mahogany
72"L 24"D 29"H

**CR7 Credenza**
Granite
72"L 24"D 29"H

**FILES**

**VF4 Vertical File**
4 Drawer
27"L 19"D 52"H

**VF2 Vertical File**
2 Drawer
27"L 19"D 28"H

**L26 Lateral File**
Mahogany
36"L 20"D 29"H

**L27 Lateral File**
Granite
36"L 20"D 29"H

**FRIDGES**

**R1R Refrigerator**
White
14.0 cubic feet
28"L 28"D 64"H

**R1Q Refrigerator**
White
4.0 cubic feet
20"L 22"D 33"H

## MOBILE TABLET STANDS

TBBCHR

TBSHLF

TBPNTR

TBSTDW

TBSTND

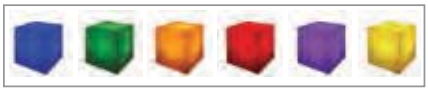
## LAMPS

LA15

LA14

## LIGHTED PRODUCTS

LED color guide



CUBL20

CUBTBL

**MOBILE TABLET STAND ACCESSORIES**

**TBBCHR Brochure Holder**
Black
8.625"L 1.1"D 11.325"H

**TBSHLF Charging Shelf**
Black
14.85"L 7.17"D 1"H

**TBPNTR Wireless Printer Holder**
Black
3.3"L 1.9"D 5.28"H

**MOBILE TABLET STANDS**

**TBSTDW Mobile Tablet Stand**
White
14"L 13"D 44.5"H

**TBSTND Mobile Tablet Stand**
Black
14"L 13"D 44.5"H

**LAMPS**

**LA15 Mason Floor Lamp**
Brushed Silver
18" Round 55"H

**LA14 Mason Table Lamp**
Brushed Silver
16" Round 26"H

**LIGHTED PRODUCTS**

**CUBL20 Edge LED Cube Ottoman**
White Plastic
20"L 20"D 20"H

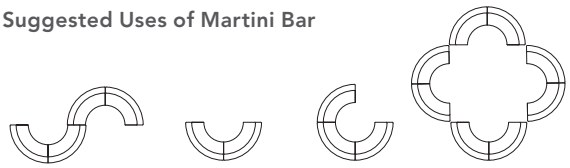
**CUBTBL Edge LED Cube Table**
Plexi Top, White Plastic
20"L 20"D 20"H

# BARS

BRC

BR1

Suggested Uses of Martini Bar



**BARS**

**BRC Martini Bar Circle**
Comprised of three
**BR1** Martini Bars
100"L 100"D 45"H

**BR1 Martini Bar**
67"L 22"D 45"H

# Specialty Furniture Order Form

| CODE | QTY | ITEM | DESCRIPTION | PRICE | TOTAL |
|---|---|---|---|---|---|
| BCW | | Chair | Madrid Chair | $623.00 | |
| CCE | | Chair | Ice Chair | $206.00 | |
| CH002 | | Chair | Wendy Chair | $111.00 | |
| CHR001 | | Chair | Mirabel Chair | $461.00 | |
| CHR002 | | Chair | Allegro Chair | $461.00 | |
| CHR003 | | Chair | Roma Chair | $511.00 | |
| CO4 | | Chair | Iso Mesh Chair | $275.00 | |
| CS8 | | Chair | Berlin Chair | $118.00 | |
| CS9 | | Chair | Berlin Chair | $118.00 | |
| DF1 | | Chair | Altura Drafting Stool | $286.00 | |
| DUET | | Chair | Duet Chair | $61.00 | |
| HC008 | | Chair | Heathrow Corner Chair | $523.00 | |
| HCH08 | | Chair | Heathrow Chair | $486.00 | |
| LABREA | | Chair | La Brea Swivel Chair | $386.00 | |
| MADGRY | | Chair | Madden Arm Chair | $398.00 | |
| NPLCHR | | Chair | Naples Chair | $548.00 | |
| OCA | | Chair | T-Vac Chair | $261.00 | |
| OCB | | Chair | Key West Chair | $373.00 | |
| OCH | | Chair | Madrid Chair | $623.00 | |
| OCMESP | | Chair | Meeting Chair | $261.00 | |
| OCMTAU | | Chair | Meeting Chair | $198.00 | |
| OTO | | Chair | Perth High Back Chair | $336.00 | |
| PROEXE | | Chair | Pro Executive High Back Chair | $348.00 | |
| RSTDIN | | Chair | Rustique Chair w/ arms | $136.00 | |
| SC1 | | Chair | New York Chair | $181.00 | |
| SC10 | | Chair | Razor Armless Chair | $56.00 | |
| SC3 | | Chair | Brewer Chair | $163.00 | |
| SC4 | | Chair | Jetson Chair | $181.00 | |
| SC8 | | Chair | Flex Chair w/ Wheels | $161.00 | |
| SC9 | | Chair | Panton Chair | $186.00 | |
| SCC | | Chair | Fusion Chair | $131.00 | |
| SCD | | Chair | Fusion Chair | $131.00 | |
| SCE | | Chair | Fusion Chair | $131.00 | |
| SCF | | Chair | Fusion Chair | $131.00 | |
| SWAN | | Chair | Swanson Swivel Chair | $336.00 | |
| SY1 | | Chair | Altura Steno Chair | $186.00 | |
| TANCHR | | Chair | Tangiers Chair | $404.00 | |
| XC1 | | Chair | Luxor High Back Executive | $377.00 | |
| XC2 | | Chair | Luxor Mid Back Executive | $354.00 | |
| XC3 | | Chair | Luxor Guest Chair | $326.00 | |
| XC4 | | Chair | Altura Highback Executive | $347.00 | |
| XC5 | | Chair | Altura Midback Executive | $319.00 | |
| XC6 | | Chair | Altura Guest Chair | $289.00 | |
| XCHR | | Chair | Christopher Chair | $98.00 | |
| CODE | QTY | ITEM | DESCRIPTION | PRICE | TOTAL |
| BC6 | | Office | Bookcase | $361.00 | |
| BC7 | | Office | Bookcase | $323.00 | |
| CR6 | | Office | Credenza | $523.00 | |
| CR7 | | Office | Credenza | $498.00 | |
| JD6 | | Office | Executive Desk | $523.00 | |
| JD7 | | Office | Executive Desk | $511.00 | |
| L26 | | Office | Lateral File | $410.00 | |
| L27 | | Office | Lateral File | $398.00 | |
| VF2 | | Office | Vertical File, 2 Drawer | $175.00 | |
| VF4 | | Office | Vertical File, 4 Drawer | $238.00 | |
| CODE | QTY | ITEM | DESCRIPTION | PRICE | TOTAL |
| ET1 | | Product Display | Etagere | $323.00 | |
| ET2 | | Product Display | Etagere | $323.00 | |
| PDL | | Product Display | Locking Pedestal | $448.00 | |
| PDL30PB | | Product Display | Powered Locking Pedestal, 30" | $448.00 | |
| PDL30PW | | Product Display | Powered Locking Pedestal, 30" | $448.00 | |
| PDL42PB | | Product Display | Powered Locking Pedestal, 42" | $536.00 | |
| PDL42PW | | Product Display | Powered Locking Pedestal, 42" | $536.00 | |
| PMB36 | | Product Display | Plastic Pedestal, 36" | $373.00 | |
| PMB42 | | Product Display | Plastic Pedestal, 42" | $436.00 | |
| TBBCHR | | Product Display | Brochure Holder | $61.00 | |
| TBPNTR | | Product Display | Wireless Printer Holder | $61.00 | |
| TBSHLF | | Product Display | Charging Shelf | $61.00 | |
| TBSTDW | | Product Display | Mobile Tablet Stand | $261.00 | |
| TBSTND | | Product Display | Mobile Tablet Stand | $261.00 | |
| CODE | QTY | ITEM | DESCRIPTION | PRICE | TOTAL |
| 30MHSB | | Table | 30" Round Bar Table w/ Standard Black Base | $271.00 | |
| 30MHSC | | Table | 30" Round Café Table w/ Standard Black Base | $260.00 | |
| CB1 | | Table | 42" Round Table | $361.00 | |
| CB2 | | Table | 6' Conference Table | $444.00 | |
| CB3 | | Table | 8' Conference Table | $524.00 | |
| CC5 | | Table | 42" Round Table | $361.00 | |
| CC6 | | Table | 6' Table | $444.00 | |
| CC7 | | Table | 8' Table | $524.00 | |
| CC8 | | Table | 10' Table | $786.00 | |
| CD2 | | Table | 6' Conference Table | $444.00 | |
| CD3 | | Table | 8' Conference Table | $524.00 | |

| CODE | QTY | ITEM | DESCRIPTION | PRICE | TOTAL |
|---|---|---|---|---|---|
| BCE | | Barstool | Ice Barstool | $248.00 | |
| BS001 | | Barstool | Shark Barstool | $298.00 | |
| BS002 | | Barstool | Zoey Barstool | $273.00 | |
| BS003 | | Barstool | Zoey Barstool | $273.00 | |
| BSC | | Barstool | Oslo Barstool | $245.00 | |
| BSD | | Barstool | Oslo Barstool | $245.00 | |
| BSL | | Barstool | Gin Barstool | $186.00 | |
| BSN | | Barstool | Jetson Barstool | $248.00 | |
| BSS | | Barstool | Banana Barstool | $234.00 | |
| BST | | Barstool | Banana Barstool | $234.00 | |
| ROLLBL | | Barstool | Lift Barstool | $198.00 | |
| ROLLGY | | Barstool | Lift Barstool | $198.00 | |
| ROLLRD | | Barstool | Lift Barstool | $198.00 | |
| ROLLWH | | Barstool | Lift Barstool | $198.00 | |
| RSTSTL | | Barstool | Rustique Barstool | $123.00 | |
| CODE | QTY | ITEM | DESCRIPTION | PRICE | TOTAL |
| HEA08 | | Soft Seating | Heathrow Sofa | $623.00 | |
| HS008 | | Soft Seating | Heathrow Sectional | $1,636.00 | |
| LSM | | Soft Seating | Key West Loveseat | $461.00 | |
| NPLLOV | | Soft Seating | Naples Loveseat | $661.00 | |
| NPLSOF | | Soft Seating | Naples Sofa | $786.00 | |
| SFA001 | | Soft Seating | Mirabel Sofa | $692.00 | |
| SFA002 | | Soft Seating | Allegro Sofa | $656.00 | |
| SFA003 | | Soft Seating | Roma Sofa | $748.00 | |
| SO1 | | Soft Seating | South Beach Sofa | $623.00 | |
| SO2 | | Soft Seating | South Beach Sectional | $1,497.00 | |
| SOM | | Soft Seating | Key West Sofa | $529.00 | |
| TANSOF | | Soft Seating | Tangiers Sofa | $623.00 | |
| CODE | QTY | ITEM | DESCRIPTION | PRICE | TOTAL |
| BNO08 | | Ottoman | Bench Ottoman | $386.00 | |
| BNO75 | | Ottoman | Bench Ottoman | $386.00 | |
| CCB | | Ottoman | Circle Ottoman | $598.00 | |
| CCW | | Ottoman | Circle Ottoman | $598.00 | |
| CCZ | | Ottoman | Circle Ottoman | $598.00 | |
| CUBL20 | | Ottoman | Edge LED Cube Ottoman | $185.00 | |
| END02B | | Ottoman | Endless Square Ottoman | $336.00 | |
| END02W | | Ottoman | Endless Square Ottoman | $336.00 | |
| OSC | | Ottoman | Milano Cube Ottoman | $118.00 | |
| OTH | | Ottoman | Milano Cube Ottoman | $118.00 | |
| OTK | | Ottoman | Half Round Ottoman | $348.00 | |
| OTL | | Ottoman | Half Round | $348.00 | |
| OTS | | Ottoman | South Beach Wedge | $298.00 | |
| PUZ2SW | | Ottoman | Puzzle Bench Ottoman | $248.00 | |
| SAL | | Ottoman | Sally Stool/Ottoman | $86.00 | |
| VIB01 | | Ottoman | Vibe Cube Ottoman | $131.00 | |
| VIB02 | | Ottoman | Vibe Cube Ottoman | $131.00 | |
| VIB03 | | Ottoman | Vibe Cube Ottoman | $131.00 | |
| VIB04 | | Ottoman | Vibe Cube Ottoman | $131.00 | |
| VIB05 | | Ottoman | Vibe Cube Ottoman | $131.00 | |
| VIB06 | | Ottoman | Vibe Cube Ottoman | $131.00 | |
| VIB07 | | Ottoman | Vibe Cube Ottoman | $131.00 | |
| VIB08 | | Ottoman | Vibe Cube Ottoman | $131.00 | |
| CODE | QTY | ITEM | DESCRIPTION | PRICE | TOTAL |
| LA14 | | Accessory | Mason Table Lamp | $123.00 | |
| LA15 | | Accessory | Mason Floor Lamp | $206.00 | |
| R1Q | | Accessory | Refrigerator, Small | $286.00 | |
| R1R | | Accessory | Refrigerator, Large | $814.00 | |
| CODE | QTY | ITEM | DESCRIPTION | PRICE | TOTAL |
| BR1 | | Bar | Martini Bar | $1,263.00 | |
| BRC | | Bar | Martini Bar Circle | $3,638.00 | |
| CODE | QTY | ITEM | DESCRIPTION | PRICE | TOTAL |
| 30MHTB | | Table | 30" Round Bar Table w/ Tulip Chrome Base | $356.00 | |
| 30MHTC | | Table | 30" Round Café Table w/ Tulip Chrome Base | $336.00 | |
| AURA | | Table | Aura Round Table | $136.00 | |
| C1C | | Table | Geo Cocktail Table | $236.00 | |
| C1D | | Table | Soho Cocktail Table | $373.00 | |
| C1E | | Table | Silverado Cocktail Table | $261.00 | |
| C1F | | Table | Geo Cocktail Table | $236.00 | |
| C1K | | Table | Inspiration Cocktail Table | $290.00 | |
| C1W | | Table | Sydney Cocktail Table | $265.00 | |
| C1Y | | Table | Sydney Cocktail Table | $265.00 | |
| C508GR | | Table | 8' Table | $524.00 | |
| G30DMW | | Table | G30 Communal Cafe Table w/ Grommet Holes | $498.00 | |
| G30DWS | | Table | G30 Communal Café Table | $498.00 | |
| G30DWW | | Table | G30 Communal Cafe Table w/ Grommet Holes | $498.00 | |
| NEMSAC | | Table | Mosaic Tables | $273.00 | |
| OCT6W | | Table | Nova Oval Table | $498.00 | |
| TMBTBL | | Table | Timber Table | $161.00 | |
| VTB | | Table | 30" Round Bar Table w/ Standard Black Base | $231.00 | |
| VTC | | Table | 30" Round Bar Table w/ Standard Black Base | $231.00 | |
| VTG | | Table | 30" Round Bar Table w/ Standard Black Base | $231.00 | |
| VTJ | | Table | 30" Round Bar Table w/ Standard Black Base | $231.00 | |

# Specialty Furniture Order Form

| CODE | QTY | ITEM | DESCRIPTION | PRICE | TOTAL |
|---|---|---|---|---|---|
| CDYTB | | Table | Candy Table | $198.00 | |
| CE1 | | Table | Geo Table, Rounded Square | $298.00 | |
| CE2 | | Table | Geo Table, Rectangle | $423.00 | |
| CF1 | | Table | Geo Table, Rounded Square | $298.00 | |
| CF2 | | Table | Geo Table, Rectangle | $423.00 | |
| CG1 | | Table | Manhattan Table | $311.00 | |
| COLI | | Table | Oliver Cocktail Table | $198.00 | |
| CONF42 | | Table | 42" Round Table | $361.00 | |
| CONFMER | | Table | Merlin Multi Use Table | $323.00 | |
| CT06GR | | Table | 6' Table | $444.00 | |
| CT10GR | | Table | 10' Table | $786.00 | |
| CUBTBL | | Table | Edge LED Cube Table | $186.00 | |
| E1C | | Table | Geo End Table | $231.00 | |
| E1D | | Table | Soho End Table | $336.00 | |
| E1E | | Table | Silverado End Table | $248.00 | |
| E1F | | Table | Geo End Table | $231.00 | |
| E1K | | Table | Inspiration End Table | $273.00 | |
| E1W | | Table | Sydney End Table | $238.00 | |
| E1Y | | Table | Sydney End Table | $238.00 | |
| EOLI | | Table | Oliver End Table | $200.00 | |
| ETBL | | Table | E Table | $167.00 | |
| G30BMS | | Table | G30 Communal Bar Table | $623.00 | |
| G30BMW | | Table | G30 Communal Bar Table w/ Grommet Holes | $623.00 | |
| G30BWS | | Table | G30 Communal Bar Table | $623.00 | |
| G30BWW | | Table | G30 Communal Bar Table w/ Grommet Holes | $623.00 | |
| G30CMS | | Table | G30 Communal Cocktail Table | $348.00 | |
| G30CMW | | Table | G30 Communal Cocktail Table w/ Grommet Holes | $348.00 | |
| G30CWS | | Table | G30 Communal Cocktail Table | $348.00 | |
| G30CWW | | Table | G30 Communal Cocktail Table w/ Grommet Holes | $348.00 | |
| G30DMS | | Table | G30 Communal Café Table | $498.00 | |

| CODE | QTY | ITEM | DESCRIPTION | PRICE | TOTAL |
|---|---|---|---|---|---|
| VTK | | Table | 30" Round Bar Table w/ Standard Black Base | $231.00 | |
| VTN | | Table | 36" Round Bar Table w/ Standard Black Base | $248.00 | |
| VTP | | Table | 36" Round Bar Table w/ Standard Black Base | $248.00 | |
| VTW | | Table | 36" Round Bar Table w/ Standard Black Base | $248.00 | |
| WD3 | | Table | Work Table | $311.00 | |
| WTB | | Table | 30" Round Bar Table w/ Tulip Chrome Base | $356.00 | |
| WTC | | Table | 30" Round Bar Table w/ Tulip Chrome Base | $356.00 | |
| WTJ | | Table | 30" Round Bar Table w/ Tulip Chrome Base | $356.00 | |
| WTK | | Table | 30" Round Bar Table w/ Tulip Chrome Base | $356.00 | |
| WTN | | Table | 36" Round Bar Table w/ Tulip Chrome Base | $373.00 | |
| WTP | | Table | 36" Round Bar Table w/ Tulip Chrome Base | $373.00 | |
| WTS | | Table | 30" Round Bar Table w/ Tulip Chrome Base | $356.00 | |
| WTW | | Table | 36" Round Bar Table w/ Tulip Chrome Base | $411.00 | |
| XTB | | Table | 30" Round Café Table w/ Tulip Chrome Base | $336.00 | |
| XTC | | Table | 30" Round Café Table w/ Tulip Chrome Base | $336.00 | |
| XTJ | | Table | 30" Round Café Table w/ Tulip Chrome Base | $336.00 | |
| XTK | | Table | 30" Round Café Table w/ Tulip Chrome Base | $336.00 | |
| XTN | | Table | 36" Round Café Table w/ Tulip Chrome Base | $336.00 | |
| XTP | | Table | 36" Round Café Table w/ Tulip Chrome Base | $356.00 | |
| XTR | | Table | 36" Round Café Table w/ Tulip Chrome Base | $336.00 | |
| XTS | | Table | 30" Round Café Table w/ Tulip Chrome Base | $336.00 | |
| ZTB | | Table | 30" Round Café Table w/ Standard Black Base | $211.00 | |
| ZTC | | Table | 30" Round Café Table w/ Standard Black Base | $211.00 | |
| ZTG | | Table | 30" Round Café Table w/ Standard Black Base | $211.00 | |
| ZTJ | | Table | 30" Round Café Table w/ Standard Black Base | $211.00 | |
| ZTK | | Table | 30" Round Café Table w/ Standard Black Base | $211.00 | |
| ZTN | | Table | 36" Round Café Table w/ Standard Black Base | $230.00 | |
| ZTP | | Table | 36" Round Café Table w/ Standard Black Base | $230.00 | |
| ZTQ | | Table | 36" Round Café Table w/ Standard Black Base | $267.00 | |

NAME OF CONVENTION: BOOTH #

FIRM NAME: PHONE #

FAX#

Order Total:

Late Fee (25%):

Within 14 days of move in

State Tax (0.00%):

Total Due:

ADDRESS: CITY: STATE: ZIP:

BY: EMAIL:

(SIGNATURE)

NAME: DATE:

(PLEASE PRINT)

Please Fax or Email This Form Promptly To The Address Below-Retain One Copy For Your File


HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104

Phone 314/534-8500 • Fax 314/533-0906

exhibitorservices@heritageexpo.com

**Remit To:**

HERITAGE
EXPOSITION SERVICES
620 Shenandoah Ave. • St. Louis, MO 63104
Phone 314/534-8500 • Fax 314/533-0906

# MODULAR RENTAL DISPLAY ORDER FORM

**Cancellation:** No refunds if cancelled after the deadline.
**Late Request:** Request after deadline will be filled as available at the standard rate.

## Choose Your Exhibit – Check One

### ☐ MD01 DISPLAY ONE: 10′ STANDARD DISPLAY

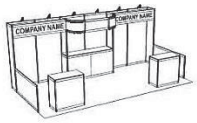
**Package Includes:**
Installation and dismantling labor
1 Header
One 10′ x 10′ Standard Carpet
One 1 meter counter
Three Arm Lights

| ADVANCED RATE | STANDARD RATE |
|---|---|
| $1,811.25 | $2,354.65 |

### ☐ MD02 DISPLAY TWO: 20′ STANDARD DISPLAY

**Package Includes:**
Installation and dismantling labor
One 10′ x 20′ Standard carpet
2 Headers
One 2 meter counter
Two 1 meter counters
6 Halogen Lights

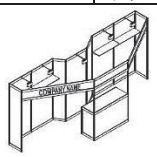
| ADVANCED RATE | STANDARD RATE |
|---|---|
| $4,147.50 | $5,391.75 |



### ☐ MD03 DISPLAY THREE: 20′ DELUXE DISPLAY

**Package Includes:**
Installation and dismantling labor
One 10′ x 20′ Standard Carpet
2 Headers
One 1.5 meter counter
Four shelves
5 Halogen Lights

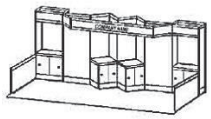
| ADVANCED RATE | STANDARD RATE |
|---|---|
| $4,462.50 | $5,801.25 |



### ☐ MD04 DISPLAY FOUR: 20′ DELUXE DISPLAY

**Package Includes:**
Installation and dismantling labor
One 10′ x 20′ Standard carpet
1 Header
4 Counters
5 Halogen Lights

| ADVANCED RATE | STANDARD RATE |
|---|---|
| $4,856.25 | $6,313.15 |



### ☐ MD05 DISPLAY FIVE: 20 X 20 ISLAND DISPLAY

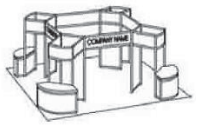
**Package Includes:**
Installation and dismantling labor
One 20′ x 20′ Standard carpet
2 Headers
4 Counters

| ADVANCED RATE | STANDARD RATE |
|---|---|
| $8,006.25 | $10,408.15 |

### ☐ MD06 DISPLAY SIX: 20 X 20 ISLAND DISPLAY

Installation and dismantling labor
One 20′ x 20′ Standard carpet
4 Headers
4 Counters

| ADVANCED RATE | STANDARD RATE |
|---|---|
| $8,662.50 | $11,261.25 |



**Circle your carpet color:**

Black Blue Burgundy Gray Red

**Choose Your Panels** Standard and Optional Panel Choices

| | Advanced Rates: | Advanced Rates: |
|---|---|---|
| ☐ White Hardwall | Included | Included |
| ☐ Blue/Gray Velcro – Circle: Blue or Gray | Included | Included |
| ☐ Opt. Color Hardwall (per panel) - Specify | $70.00 ea. | $91.00 ea. |

## Indicate Your Header Sign Copy

Your company name will be printed in block lettering on the White Header sign.
Check which color lettering you would like ☐ Black ☐ Blue ☐ Red
☐ Please indicate here if you would like us to assist you with logo identification or other customized graphics.
**• Remember to order the following items, they are NOT included in booth package; • Furniture • Electrical Service • Custom Logo • Floral • Cleaning Service**

☐ **Yes, I have completed and enclosed the Payment Form**

Sub. Total_____
7% Tax_____
TOTAL ORDER_____

NAME OF CONVENTION **LONGWALL 2015** BOOTH #_____

FIRM NAME_____ PHONE #_____ FAX_____

ADDRESS_____ CITY_____ STATE_____ ZIP_____

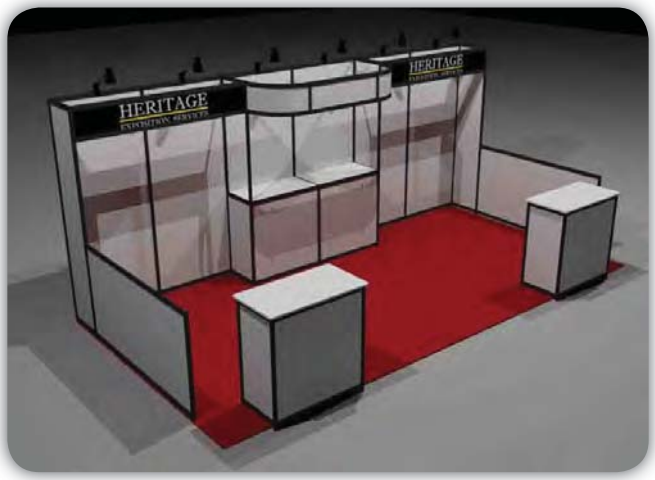
BY_____ EMAIL_____ NAME_____ DATE_____

(SIGNATURE) (PLEASE PRINT)

**Please Fax or Mail This Form Promptly To The Address Above-Retain One Copy For Your File**

# Modular Displays

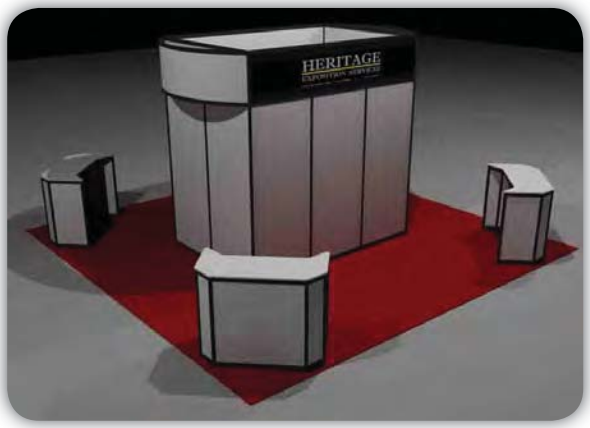
MD01 Modular Hardwall Display Package 1



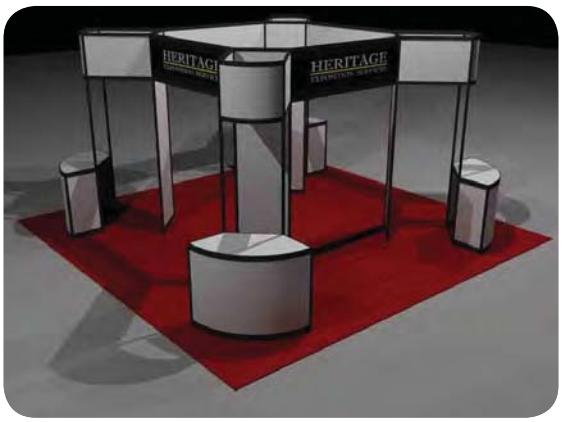

MD02 Modular Hardwall Display Package 2

MD03 Modular Hardwall Display Package 3

MD04 Modular Hardwall Display Package 4




MD05 Modular Hardwall Display Package 5




MD06 Modular Hardwall Display Package 6

Remit To:
HERITAGE
EXPOSITION SERVICES
620 Shenandoah Ave. • St. Louis, MO 63104
Phone 314/534-8500 • Fax 314/533-0906

# SHIPPING INSTRUCTIONS
# MATERIAL HANDLING INFORMATION

***Heritage shall not be liable for piece count or condition of any shipments received without individual carrier receipts or freight bills from carriers such as UPS, Federal Express, Express Mail, Parcel Post, private vehicles, etc, due to their delivery procedures.***

## A. SHIPMENTS TO WAREHOUSE

Heritage Exposition Services will start receiving crated, boxed or skidded materials 30 days prior to show move-in. Shipments will be received Monday through Friday between the hours of 10:00 a.m. and 4:00 p.m. For uncrated and loose shipments, please refer to shipments to show site below. Shipments must be sent with freight charges prepaid**. Collect shipments will not be accepted**. A 200 lb. minimum will apply for each shipment received. Rates below include receipt of your freight; delivery to the booth; storage and return of empty crates; and reloading.

Label each piece and address all shipping documents/bills of lading as follows for shipments to warehouse:

EXHIBITOR COMPANY NAME
HERITAGE EXPOSITION SERVICES
UPS FREIGHT C/O APA
20 39TH ST.
PITTSBURGH, PA 15201
FOR: LONGWALL 2015

BOOTH NO. _____

TOTAL PIECES_____

APPROX. WT_____

****DELIVERIES TO THE WAREHOUSE *MUST* BE MADE BETWEEN THE HOURS OF 10 AM – 4 PM, MONDAY THROUGH FRIDAY****

**STRAIGHT TIME RATES FOR SHIPMENTS TO WAREHOUSE** **Deadline Date: Monday, June 5, 2015 To Avoid Late Fees**

| | Description | Rate per 100 lbs. | Min Charge |
|---|---|---|---|
| I | Packaged Shipments to the Advance Warehouse | $ 64.00 | $ 128.00 |
| II | Packaged Shipments via Van Line, Specialized Carrier, Federal Express, UPS or U.S. Mail to the Advance Warehouse | $ 76.80 | $ 153.60 |
| III | Packaged Shipments to the Advance Warehouse after the deadline date | $ 80.00 | $ 160.00 |
| IV | Packaged Shipments via Van Line, Specialized Carrier, Federal Express, UPS, or U.S. Mail to the Advance Warehouse after the deadline date | $ 92.80 | $ 185.60 |

## B. SHIPMENTS TO SHOW SITE

Heritage Exposition Services will receive and unload shipments at show site only during scheduled exhibitor move-in times. Do not ship to show site at any other times, as the facility has no provisions to accept advance shipments. Shipments must be sent with freight charges prepaid**. Collect shipments will not be accepted.** A 200 lb. minimum will apply for each shipment received. Rates below include receipt of your freight; delivery to the booth; storage and return of empty crates; and reloading.

Label each piece and address all shipping documents/bills of lading as follows for shipments to show site:

EXHIBITOR COMPANY NAME
C/O HERITAGE EXPOSITION SERVICES
DAVID L. LAWRENCE CONVENTION CENTER
1000 FORT DUQUESNE BLVD.
PITTSBURGH, PA 15222
FOR: LONGWALL 2015

BOOTH NO. _____

TOTAL PIECES_____

APPROX. WT _____

**STRAIGHT TIME RATES FOR SHIPMENTS TO SHOWSITE**

| | Description | Rate per 100 lbs. | Min Charge |
|---|---|---|---|
| VI | Packaged Shipments to the Show site | $ 59.50 | $ 119.00 |
| VII | Packaged Shipments via Van Line, Specialized Carrier, Federal Express, UPS or U.S. Mail to the Show site | $ 71.40 | $ 142.80 |
| VIII | Loose or Uncrated Shipments or Shipments requiring Special Handling to the Show site (Rate will not be split for mixed shipments. The uncrated rate will apply) | $ 83.30 | $ 166.60 |

*** PLEASE BE ADVISED THAT OVERTIME CHARGES MAY APPLY DURING MOVE-IN AND/OR MOVE-OUT**

## C. OVERTIME

Warehouse and/or site shipments moved in **or** out on overtime, based on published exhibitor move-in or move-out times, or due to scheduling conflicts beyond the control of Heritage will have an additional 25% surcharge to the above rates. Shipments moved in **and** out on overtime, through no fault of Heritage, will have an additional 50% surcharge to the above rates. Overtime is anytime before 8:00 a.m. and after 4:30 p.m. weekdays and all hours Saturdays, Sundays and Holidays.

**The per cwt. (100 lb.) rates listed above are based on inbound weight only, rounded up to the next 100 lbs.. Services include receiving, unloading, delivery to booth, storage and return of empty containers, moving materials to the dock and reloading on designated outbound carrier.**

**ESTIMATED COSTS. * (Round to next highest whole number)**

**Estimated Weight in lbs._____ ÷ 100 = _____* x Rate _____ = _____ Total**

CONTINUED ON NEXT PAGE

## D. INBOUND SHIPMENTS

All shipments must have a bill-of-lading or delivery receipt showing number of pieces, true weight, and description of merchandise. If shipments arrive without weight on bill-of-lading and weight is unobtainable, Heritage will estimate the weight. If actual scale weights are not submitted prior to move-out the estimated weight will be final and binding. All shipments received are subject to reweigh. Copies of bills-of-lading, with the name of the carrier, should be forwarded to HERITAGE EXPOSITION SERVICES as soon as shipments are made. This will assist in tracing, if required. Shipments received at the warehouse after scheduled exhibitor set-up or shipments received at show site after exhibitor move-in times, are subject to surcharges to cover additional trucking or labor and will be billed accordingly.

## E. EMPTY CONTAINER LABELS

Empty container labels will be available at the service desk for all exhibitors using Heritage material handling services. Affixing the labels is the sole responsibility of the exhibitor or his representative. All previous labels should be removed or obliterated. Heritage assumes no responsibility for removal of containers with old empty labels, improper information on empty labels or valuables stored in containers removed for storage.

## F. ADDITIONAL AVAILABLE SERVICES

All per 100 lb. Rates quoted in the foregoing do not include any Blocking, Spotting, or Bracing in booth, or Local pickups for deliveries. For such services, the following rates apply:

| | **STRAIGHT TIME** | **OVERTIME** |
|---|---|---|
| Forklift with Operator (Up to 4,000 lb. Capacity) | $ 195.00 per hr. | $ 295.00 per hr. (One Hour Minimum) |
| Material Handler | $ 89.85 per hr. | $ 134.78 per hr. (One Hour Minimum) |
| Local Pickups & Deliveries | $ 213.75 per hr. | $ 320.63 per hr. (One Hour Minimum) |

## G. SPECIAL SERVICES

Metal banding will be available for securing outbound shipments at a rate of $.50 per foot, plus labor (One Hour Minimum). Shrink wrap of a pallet will be charged at $50.00 per pallet. Mobile equipment will be moved into and out of the exhibit facility at $150.00 per round trip unless otherwise noted in this kit.

## H. OUTBOUND SHIPMENTS

Exhibitors are responsible for labeling their exhibit materials and providing outbound shipping information. To assist you with these arrangements, Heritage will have a Service Desk in the exhibit hall with labels, bills-of-lading and available shipping information. When materials are labeled, packed and ready to be shipped, completed bills-of-lading should be turned in at the Service Desk. Pick ups for local deliveries or small package shipments, i.e., UPS and Parcel Post should be dealt with in the same manner as all other outbound shipments. In order to expedite removal of materials, Heritage reserves the right to change designated carriers, if such carriers fail to pickup or refuse to accept shipments. Where no disposition is made, materials will be returned to the warehouse awaiting shipping instructions.

## I. RETURNED SHIPMENTS TO HERITAGE WAREHOUSE

Where no disposition has been made for outbound shipments or later scheduled pickups are necessary; Heritage will return exhibit materials to the warehouse and load on outbound carriers at the rate of $30.00 per 100 lbs. or fraction thereof for each shipment returned. Minimum charge: $300.00.

## J. LIMITS OF LIABILITY AND RESPONSIBILITY

1. Heritage Exposition Services shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same has been delivered to exhibitor's booth and shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. Heritage Exposition Services shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the Show. Bills-of lading covering outgoing shipments, which are furnished by Heritage Exposition Services to exhibitors, will be checked at time of actual pickup from the booth and corrections made where discrepancies occur.
3. Heritage Exposition Services liability shall be limited to the physical loss of or damage to the specific article which is lost or damaged, and in any event Heritage Exposition Services' maximum liability shall be limited to $ .30 per pound per article with a maximum liability of $50.00 per item, or $1,000.00 per shipment, whichever is less.
4. Heritage Exposition Services shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.

---

**AUTHORITY TO HANDLE**
**All terms and conditions herein stated are understood and accepted.**

(Please Print)
NAME OF CONVENTION **LONGWALL 2015** BOOTH# _____

FIRM NAME _____ PHONE # _____ FAX# _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____

NAME _____ DATE _____
(Signature)

**Remit to:**
HERITAGE
EXPOSITION SERVICES
620 Shenandoah Ave. • St. Louis, MO 63104
Phone 314/534-8500 • Fax 314/533-0906

# HEAVY MACHINERY FREIGHT SERVICE ORDER FORM

Heritage will provide material handling services for all heavy machinery arriving direct to the Convention Center on the sliding scale rate structure outlined below. Rates quoted below include necessary labor and equipment to unload trucks at the hall and place items in the exhibitor's booth, return of containers to dock and loading on the outbound carriers. One time Spotting will be included provided the following conditions are strictly adhered to:

1. This form must be completed and returned by the deadline.
2. The Exhibitor or his/her representative is there to supervise the spotting.
3. All machines and equipment must be EQUIPPED appropriately for forklift/crane use.
4. The area within the booth is clearly marked to indicate the machine's position.
5. No rigging, bolting or unbolting, unskidding or attaching to other equipment can be done.
6. You must meet your targeted arrival day, date and time.

| MACHINERY | ROUND TRIP RATE PER CWT |
|---|---|
| 6,000 lbs. to 10,000 lbs. | $48.00 US per cwt |
| 10,001 lbs. to 17,500 lbs. | $39.00 US per cwt |
| 17,501 lbs. to 25,000 lbs. | $35.00 US per cwt |
| 25,001 lbs. to 32,500 lbs. | $31.50 US per cwt |
| 32,501 lbs. to 40,000 lbs. | $30.00 US per cwt |
| 40,001 lbs. to 50,000 lbs. | $28.50 US per cwt |
| 50,001 lbs. and over | $19.50 US per cwt |

**All off target shipments will be charged an additional 25%**

Additional charges for machinery handling may be incurred if:

1. Shipment does not arrive at Marshaling Yard or Show Site before 2 p.m. on your specified target date.
2. Shipment misses its target date AND is handled on overtime.
3. Machines arrive in overseas containers and it is necessary to remove blocking and/or unskid machines before removing from container. Labor, time and equipment charges will apply.
4. Sides and/or top truck have to be removed in order to unload machines. Labor, time and equipment charges will apply.
5. Machines fail to arrive on a specified target date. Unloading may be delayed until all machinery "on target" has been unloaded.
6. Exhibitor chooses to have equipment unloaded or loaded on overtime when straight time is available. The decision to load or unload on overtime will be at the sole discretion of Heritage Exposition.
7. Crates, skids, and large pieces of lumber left in storage and need to be cut up for trash removal. Labor, time and equipment charges will apply.
8. Exhibitor or representative is not present at time of unloading. Machinery will be positioned in the booth without proper placement (spotting). Labor, time and equipment charges will apply.

Machine #1 (rounded up) divided by 100 lbs. = _____ total cwts x $_____ = $US_____
Machine #2 (rounded up) divided by 100 lbs. = _____ total cwts x $_____ = $US_____
Machine #3 (rounded up) divided by 100 lbs. = _____ total cwts x $_____ = $US_____
Machine #4 (rounded up) divided by 100 lbs. = _____ total cwts x $_____ = $US_____
Machine #5 (rounded up) divided by 100 lbs. = _____ total cwts x $_____ = $US_____

**TOTAL $US_____**

**PLEASE COMPLETE THE ENCLOSED PAYMENT FORM**

No credit will be given after close of the event on items or services ordered but not received. Please be sure to read all other material handling/freight service forms in this kit.

NAME OF CONVENTION **LONGWALL 2015** BOOTH #_____

FIRM NAME_____ PHONE #_____ FAX #_____

ADDRESS_____ CITY_____ STATE_____ ZIP_____

BY_____ EMAIL_____ NAME_____ DATE_____
(Signature) (Please Print)

**Please Fax or Mail This Form Promptly To The Address Above-Retain One Copy For Your Files**

**Remit to:**
HERITAGE
EXPOSITION SERVICES
620 Shenandoah Ave. • St. Louis, MO 63104
Phone 314/534-8500 • Fax 314/533-0906

# FORKLIFT SERVICES
# UNCRATING, SKIDDING, POSITIONING BLOCKING AND RE-SKIDDING OF ALL MACHINERY

***(THIS FORM IS NOT FOR UNLOADING AND RELOADING… SEE DRAYAGE SERVICES)***

Description of Rigger: Uncrating, skidding, positioning and reskidding of all machinery. A rigging crew consists of a Rigger Foreman and one Rigger. **Rigger Labor does not have to be ordered for the unloading/reloading of freight.**

**LABOR RATES PER MAN PER HOUR** (one hour minimum per person)**:**

| | | |
|---|---|---|
| Straight Time | 8 a.m. – 4:30 p.m. Monday through Friday | Rigger - $83.60 US |
| Overtime | 4:30 p.m. - 8 a.m. Monday through Friday | Rigger - $125.40 US |

LIFT CAPACITIES vary based on lift height and/or boom extension. Additional crew, equipment or larger equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of the job and it will be charged accordingly.

RIGGING MATERIALS such as cables, clamps, shackles, turnbuckles, etc., are additional and will be charged accordingly.

| **ONE HOUR MINIMUM PER FORKLIFT:** with Operator | | **Straight Time** | **Overtime** |
|---|---|---|---|
| Forklift with operator | Up to 6,000 lbs. capacity | $142.50 US | $213.75 US |
| Forklift with operator | 6,001 lbs. to 10,000 lbs. capacity | $210.25 US | $315.37 US |
| Forklift with operator | 10,001 lbs. to 15,000 lbs. lift capacity | $284.50 US | $426.75 US |
| Forklift with operator | 15,001 lbs. and over | $395.25 US | $592.88 US |

**Size of Lift Requested:** _____

**Date/Time of Installation:** _____

**Date/Time of Dismantle:** _____

**TOTAL = $_____US**

---

NAME OF CONVENTION **LONGWALL 2015** BOOTH #_____

FIRM NAME_____ PHONE #_____ FAX #_____

ADDRESS_____ CITY_____ STATE_____ ZIP_____

BY_____ EMAIL_____ NAME_____ DATE_____
(Signature) (Please Print)

**Please Fax or Mail This Form Promptly To The Address Above-Retain One Copy For Your Files**

**Remit To:**

HERITAGE
EXPOSITION SERVICES
620 Shenandoah Ave. • St. Louis, MO 63104
Phone 314/534-8500 • Fax 314/533-0906

# PRIORITY RETURN/ ACCESSIBLE STORAGE FORM

**All orders must have a credit card authorization form on file.**

## Priority Empty Container Return

This service provides for the priority return of your empties to your booth after the close of the show. This service must be ordered prior to the removal of your empties. If you would like this service, please fill out the information below and return to Heritage Exposition Services, Inc..

Priority Empty Container Return.....$100.00 per container
Estimated Number of Pieces....._____

**PLEASE NOTE THAT THIS SERVICE CANNOT BE ORDERED AFTER THE PIECES HAVE BEEN TAKEN TO STORAGE**

## ACCESSIBLE STORAGE

A storage area will be available for exhibitor's samples and literature in the facility. Depending on space available in the facility, these items may be stored on trailers in the loading dock area. Heritage employees will be available to access storage items during show hours, one hour prior to show opening, and one half hour after show closing each day. All materiel in storage on the last day of the show will be returned to their designated booth space at the close of the show. Due to fire regulations and for security purposes, NO LARGE DELIVERIES CAN BE MADE DURING SHOW HOURS. Show management reserves the right to stop deliveries at any time during the show hours, so please schedule deliveries prior to show opening. Storage space may be limited. Orders MUST be received by the deadline date to guarantee storage space. The charge for storage space is as follows:

**Accessible Storage Rate:** $100.00 base charge, plus labor charges per delivery (one hour minimum)
**Labor Rates:**
Straight Time: (one hour minimum per man).....$89.85
8:00 a.m. - 4:30 p.m. Monday - Friday
Over Time: (one hour minimum per man).....$134.78

**YES, I wish to reserve space for accessible storage, I plan on storing _____pallets/boxes/crates/cases**
(# of pieces) (circle one)

**Deliveries**
To have items placed in or removed from accessible storage, please notify the Heritage Service Desk.

ALL GOODS STORED WITH HERITAGE ARE STORED AT YOUR OWN RISK. We shall not be liable for any injury, damage, loss, theft, or destruction, including, but not limited to damage from atmospheric conditions or rust, negligence (whether caused by ourselves or by servants, agents, employees or others), failures to act breach of contract, breach of warranty, water condensation, fire, floods, acts of God or any act beyond our sole control. We are not liable for any direct, consequential, or incidental damages nor for loss of profit or loss due to failures to obtain or turnover goods at any particular time or place whatsoever, however such loss may be incurred. We are not liable for or chargeable with any loss of sales, income, resale, commissions, or brokerage, nor for any freight or demurrage.

(Please Print)
NAME OF CONVENTION **LONGWALL 2015** BOOTH # _____

FIRM NAME_____ PHONE #_____ FAX# _____

ADDRESS_____ CITY_____ STATE_____ ZIP _____

BY_____ EMAIL_____

NAME_____ DATE _____
(Signature)

**Please Fax or Mail This Form Promptly To Heritage Exposition Services-Retain One Copy For Your File.**

# HERITAGE
Exposition Services

# DO NOT DELAY!

## ADVANCE SHIPMENT TO WAREHOUSE

**TO:**_____
**EXHIBITOR NAME**

**BOOTH NUMBER:** _____

**HERITAGE EXPOSITION SERVICES**
**UPS FREIGHT C/O APA**
**20 39TH ST.**
**PITTSBURGH, PA 15201**
**FOR: LONGWALL 2015**


# HERITAGE
Exposition Services

# DO NOT DELAY!

## ADVANCE SHIPMENT TO WAREHOUSE

**TO:**_____
**EXHIBITOR NAME**

**BOOTH NUMBER:** _____

**HERITAGE EXPOSITION SERVICES**
**UPS FREIGHT C/O APA**
**20 39TH ST.**
**PITTSBURGH, PA 15201**
**FOR: LONGWALL 2015**



# HERITAGE
Exposition Services

# DO NOT DELAY!

## ADVANCE SHIPMENT TO WAREHOUSE

**TO:**_____
**EXHIBITOR NAME**

**BOOTH NUMBER:** _____

**HERITAGE EXPOSITION SERVICES**
**UPS FREIGHT C/O APA**
**20 39TH ST.**
**PITTSBURGH, PA 15201**
**FOR: LONGWALL 2015**



# HERITAGE
Exposition Services

# DO NOT DELAY

## ADVANCE SHIPMENT TO WAREHOUSE

**TO:**_____
**EXHIBITOR NAME**

**BOOTH NUMBER:** _____

**HERITAGE EXPOSITION SERVICES**
**UPS FREIGHT C/O APA**
**20 39TH ST.**
**PITTSBURGH, PA 15201**
**FOR: LONGWALL 2015**

HERITAGE
EXPOSITION SERVICES

# IMPORTANT NOTICE
# REGARDING DIRECT SHIPMENTS

Please be aware that the David L. Lawrence Convention Center does NOT receive exhibitor freight, literature or supplies through the venue package room. The convention center's package room is too small to handle Exhibit Materials and the venue's everyday receiving. All exhibit materials, being shipped directly to show site must be addressed as listed below to insure unloading and delivery to your booth area.

NOTE: Direct shipments will only be received beginning at 8:00 a.m., Friday, June 12th, 2015. Any materials sent to the venue prior to this date may be returned to sender and/or may be turned over to Heritage Exposition Services and will be billed according to the Show's Shipping & Receiving Rates, and will be subject to venue assessed fees.

**EXHIBITOR COMPANY NAME** _____

**BOOTH NUMBER** _____

**C/O HERITAGE EXPOSITION SERVICES**
**DAVID L. LAWRENCE CONVENTION CENTER**
**1000 FORT DUQUESNE BLVD.**
**PITTSBURGH, PA 15222**

**FOR: LONGWALL 2015**

All shipments should be accompanied with a Bill of Lading or Packing List indicating the total weight of shipment and piece count.

See the enclosed Shipping Information/Material Handling Order Form for detailed service descriptions, rates and limits of liability.

**WE APPRECIATE YOUR COOPERATION.**
**HERITAGE EXPOSITION SERVICES**

# HERITAGE
## Exposition Services

# DO NOT DELAY

## DIRECT SHIPMENT TO SHOW SITE

**MUST NOT ARRIVE BEFORE FRIDAY, JUNE 12, 2015**

TO:_____
EXHIBITOR NAME

BOOTH NUMBER:_____

C/O HERITAGE EXPOSITION SERVICES
DAVID L. LAWRENCE CONVENTION CENTER
1000 FORT DUQUESNE BLVD.
PITTSBURGH, PA 15222

FOR: LONGWALL 2015


HERITAGE
Exposition Services

DO NOT DELAY

DIRECT SHIPMENT TO SHOW SITE

MUST NOT ARRIVE BEFORE FRIDAY, JUNE 12, 2015

TO:_____
EXHIBITOR NAME

BOOTH NUMBER:_____

C/O HERITAGE EXPOSITION SERVICES
DAVID L. LAWRENCE CONVENTION CENTER
1000 FORT DUQUESNE BLVD.
PITTSBURGH, PA 15222

FOR: LONGWALL 2015

HERITAGE
Exposition Services

DO NOT DELAY

DIRECT SHIPMENT TO SHOW SITE

MUST NOT ARRIVE BEFORE FRIDAY, JUNE 12, 2015

TO:_____
EXHIBITOR NAME

BOOTH NUMBER:_____

C/O HERITAGE EXPOSITION SERVICES
DAVID L. LAWRENCE CONVENTION CENTER
1000 FORT DUQUESNE BLVD.
PITTSBURGH, PA 15222

FOR: LONGWALL 2015

HERITAGE
Exposition Services

DO NOT DELAY

DIRECT SHIPMENT TO SHOW SITE

MUST NOT ARRIVE BEFORE FRIDAY, JUNE 12, 2015

TO:_____
EXHIBITOR NAME

BOOTH NUMBER:_____

C/O HERITAGE EXPOSITION SERVICES
DAVID L. LAWRENCE CONVENTION CENTER
1000 FORT DUQUESNE BLVD.
PITTSBURGH, PA 15222

FOR: LONGWALL 2015

HES LOGISTICS
FREIGHT SERVICES

# HES Logistics is a convenient one stop shipping resource for all your exposition transportation needs...

## Inbound Shipment Solutions

• Our trade show specialists will work with you to provide the right solution for moving your exhibit to and from the event, including continuous monitoring of shipment progress.

• Utilization of our advance warehouse facilities ensures a streamlined shipping process as well as priority delivery and tracking to the show floor.

• Shipping costs are quoted in advance. Due to our shipping volume, HES Logistics is able to offer competitive pricing, regardless of the size of your shipment.

- **Competitive round trip/one way pricing. "Priority Empty" return treatment of exhibit empties. LTL, air & expedited services.**
- **Continuous tracking & monitoring of inbound and outbound shipment progress.**
- **Single source invoicing.**
- **Call 1-866-493-1675**

## Outbound Shipment Solutions

• All HES Logistics freight is given "Priority Empty" service. At the service desk you will be provided your priority empty return labels and your freight will be delivered first once the show breaks.

• HES Logistics on-site representatives will assist you in selecting the right shipment option for your freight and packages after the show.

• Coordinated pickups and on-site personnel at the show allow you to expedite the dismantle process and allow you to get off the show floor sooner.

• Single source invoicing will include all show charges to avoid unnecessary paperwork and streamline your payment process.

# Exhibit Transportation Order/Estimate Form

HES LOGISTICS
FREIGHT SERVICES

SHOW NAME:_____

SHOW LOCATION:_____

PLEASE ARRANGE TRANSPORTATION FOR MY EXHIBIT MATERIALS ☐

**PICK UP INFORMATION**

COMPANY NAME_____BOOTH NUMBER _____

STREET ADDRESS_____SUITE/FL. NO. _____

CITY _____ STATE_____ ZIP _____

PICK UP DATE _____OFFICE HOURS_____

DOCK ACCESS ☐YES ☐NO

RESIDENTIAL ☐YES ☐NO

| NO. OF PIECES | DESCRIPTION | DIMENSIONS | GROSS WEIGHT |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |

FOR DIMENSIONS PLEASE PROVIDE L x W x H

INSURANCE (Optional): ☐YES ☐NO Declared Value:_____

**CONTACT INFORMATION**

CONTACT NAME_____

TELEPHONE_____FAX _____

EMAIL ADDRESS _____

**PLEASE FAX OR EMAIL TO:**

PHONE: 1-708-361-3722 exhibitfreight@heslogistics.com Fax: 1-708-361-3866

SERV-ALL GRAPHICS • 681-8883

# COMPLETE ALL SHADED AREAS . . . SEE BACK OF PART 1

**STRAIGHT BILL OF LADING - SHORT FORM - ORIGINAL - Not Negotiable**

RECEIVED, subject to the classifications and tariffs in effect on the date of the issue of this Bill of Lading.

the property described below, in apparent good order, except as noted (contents and condition of contents of package unknown) marked, consigned, and destined as indicated below, which said carrier (the word carrier being understood throughout this contract as meaning any person or corporation in possession of the property under the contract) agrees to carry to its usual place of delivery at said destination if on its route, otherwise to deliver to another carrier on the route to said destination. It is mutually agreed, as to each carrier of all or any of said property over all or any portion of said route to destination, and as to each party at any time interested in all or any of said property, that every service to be performed hereunder shall be subject to all the terms and conditions of the Uniform Domestic Straight Bill Lading set forth (1) in Official, Southern, Western, and Illinois Freight Classifications in effect on the date hereof. If this is a rail or a rail-water shipment, or (2) in the applicable motor carrier classification or tariff if this is a motor carrier shipment.
Shipper hereby certifies that he is familiar with all the terms and conditions of the said bill of lading, including those on the back thereof, set forth in the classifications or tariff which governs the transportation of this shipment, and the said terms and conditions are hereby agreed to by the shipper and accepted for himself and his assigns.

BOOTH NUMBER

CONVENTION

DATE | TRAILER NO.

SHIPPERS NUMBER

**From** YOUR COMPANY NAME ▶

**AT** FACILITY ▶ /CITY ▶ /STATE ▶

CONSIGNED TO CO. NAME ▶

STREET ▶

CITY/STATE/ZIP CODE ▶

ATTENTION ▶ TELEPHONE ▶

**FREIGHT CHARGES ARE TO BE "MARK ONE"**

| PREPAID | COLLECT |
|---|---|
| | |

**CARRIER REQUESTED** HES Logistics

**CARRIER USED**

**Indicate desired method of shipment :** ☐ Common Carrier ☐ Air Freight ☐ Van Lines ☐ Company Truck ☐ Overnite Carrier ☐ Customer Pick up

Desired Arrival Date _____

| Number Pieces | KIND OF PACKAGE, DESCRIPTION OF ARTICLES, SPECIAL MARKS, AND EXCEPTIONS | *Weight (Sub. to Cor.) | Class or Rate | Check Column |
|---|---|---|---|---|
| | Crates Exhibition Paraphenalia (Item 154630-NMFC) | | | |
| | Cartons | | | |
| | Cases / Trunks | | | |
| | Skids | | | |
| | Carpets | | | |
| | | | | |
| | ←TOTAL PIECES VALUE: _____ TOTAL WEIGHT→ | | | |

SEND FREIGHT CHARGES TO

## SEND FREIGHT CHARGES TO:

Company Name **HES Logistics, Inc.**

Street **620 Shenandoah Ave.**

City, State **St. Louis, MO 63104**

Attn: Telephone **1-866-493-1675**

**INSTRUCTIONS**

**RETURN COMPLETE BILL OF LADING TO SERVICE DESK.**

**HERITAGE EXPOSITION SERVICE IS NOT RESPONSIBLE FOR SHIPMENTS LEFT IN BOOTH BY EXHIBITOR. WE WILL COUNT AND SHIP PIECES AS WE FIND SHIPMENT WHEN WE REMOVE FROM EXHIBIT HALL. EXHIBITORS MUST INSURE THEMSELVES AGAINST LOSS OR THEFT.**

IF CONSIGNED TO ADDRESS AND BILL TO ADDRESS ARE THE SAME, FREIG HT WILL BE SENT COLLECT (CHARGES TO BE PAID BY CONSIGNEE) UNLESS PRIOR ARRANGEMENTS ARE MADE DIR ECTLY WITH FREIGHT CARRIER

Day: _____ Date: _____ Time: _____

X _____ / _____
SIGNATURE OF SHIPPER PRINT

X _____
SIGNATURE OF CARRIER OR AGENT

1

ORIGINAL

HERITAGE
EXPOSITION SERVICES
620 Shenandoah Ave. • St. Louis, MO 63104
Phone 314/534-8500 • Fax 314/533-0906

# IMPORTANT INFORMATION
# REGARDING OUTBOUND SHIPMENTS

To ensure that your outbound shipment is handled according to your instructions, please be advised of the following:

- **CONTACT YOUR CARRIER TO SCHEDULE PICK UP OF YOUR SHIPMENT.** You must call your carrier, unless you are using the show recommended carrier. Carriers, including FED EX and UPS, will not pick up your shipment unless you have made arrangements with them. In the event your selected carrier fails to show on final move-out day, your shipment will be rerouted to Heritage's show carrier.

- **PACK AND LABEL YOUR MATERIALS.** Banding, shrink wrap and shipping labels are available at the Heritage Service Desk.

- **COMPLETE AND TURN IN A HERITAGE BILL OF LADING FOR EACH OUTBOUND SHIPMENT.** Bill of ladings may be obtained from the Heritage Service Desk. Complete a bill of lading for each shipment/destination. Turn in all completed bill of ladings to the Heritage Service Desk once your shipments are ready to be loaded out.

- For your convenience, show recommended carriers are available to handle outbound transportation.

**Thank you and we hope you have a great show!**

HERITAGE
EXPOSITION SERVICES
620 Shenandoah Ave. • St. Louis, MO 63104
Phone 314/534-8500 • Fax 314/533-0906

# UNION JURISDICTION RULES

Since Work Rules and Union Jurisdictions vary from city to city, we apprise you of the following statements to help you in understanding the Union Requirements in the facility.

## DECORATOR & CARPENTER JURISDICTION

It is necessary for all exhibitors to use qualified union personnel for the installation and dismantling of prefabricated exhibits and displays and to install and remove draperies and floor covering. The handling, placing or setting out of merchandise that is to be displayed does not require union labor and may be done by the exhibitor. In addition, the installation or dismantling of an exhibit which does not require the use of hand tools, or more than one person, and can be accomplished within thirty minutes, may be performed by the owner or company representative. Your labor requirements can be ordered on the enclosed Exhibit Labor Order Form.

## TEAMSTER JURISDICTION

Our Material Handling Department is responsible for maintaining in and out traffic schedules at the show site. Even local exhibitors should clear all movements of exhibit materials through this department, as we will have priority at the unloading area at all times. Union jurisdiction allows individually hand carried items only and will not permit exhibitors use of dollies, hand trucks or pushcarts. Material Handling Services may be ordered in advance by completing and returning the enclosed Shipping Information and Service Order Form or by ordering on site at the Heritage Service Desk.

**Remit To:**

HERITAGE
EXPOSITION SERVICES
620 Shenandoah Ave. • St. Louis, MO 63104
Phone 314/534-8500 • Fax 314/533-0906

# EXHIBITOR APPOINTED CONTRACTOR THIRD PARTY AUTHORIZATION

## EXHIBITOR APPOINTED CONTRACTOR

If your company plans to use a firm who is not the official service contractor as designated by Show Management, please complete this form and return to the address above.

**NOTE**: If you require material handling, sign hanging or exhibit labor, Heritage requires a completed credit card authorization form on file in order to provide these services.

**EXHIBITOR APPOINTED CONTRACTOR**

_____

**ADDRESS**

_____

_____

**CONTACT PERSON**

_____

**PHONE**

_____

Inform your Exhibitor Appointed Contractor that they must send a copy of a General Liability Insurance Certificate no later than 30 days prior to show date or they will not be permitted to service your exhibit.

It is the responsibility of the exhibitor to assure that each representative of an Exhibitor Appointed Contractor abides by the official rules and regulations of this event.

## THIRD PARTY AUTHORIZATION

FOR USE OF AN EXHIBITOR APPOINTED CONTRACTOR: We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert to the exhibiting company. The items checked below are to be invoiced to the third party:

- ☐ ALL SERVICES
- ☐ BOOTH CLEANING
- ☐ I & D LABOR
- ☐ MATERIAL HANDLING/IN & OUT
- ☐ RENTAL FURNITURE & CARPET
- ☐ SIGNS
- ☐ OTHER (Please specify)

**THIRD PARTY AGENT:**

CREDIT CARD ACCOUNT NO._____

EXPIRATION DATE ___/___VERIFICATION CODE ___/___/___/___

☐ PERSONAL CREDIT CARD ☐ COMPANY CREDIT CARD

CARDHOLDER'S NAME _____

AUTHORIZED SIGNATURE _____

PRINT NAME _____

COMPANY NAME _____

ADDRESS _____

CITY/STATE/ZIP _____

PHONE _____ FAX _____

We have read, understand and agree to all terms as described *above* and have advised our show site representative accordingly.

***Exhibitor Signature:***_____ ***Print Name:***_____ ***Date:*** _____

(Please Print)

NAME OF CONVENTION **LONGWALL 2015** BOOTH #_____

FIRM NAME_____ PHONE #_____ FAX #_____

ADDRESS_____ CITY_____ STATE_____ ZIP_____

BY_____ EMAIL_____

NAME_____ DATE _____

(Signature)

**Please Fax or Mail This Form Promptly To The Address Above-Retain One Copy For Your Files**

**Remit To:**

HERITAGE
EXPOSITION SERVICES
620 Shenandoah Ave. • St. Louis, MO 63104
Phone 314/534-8500 • Fax 314/533-0906

# EXHIBIT LABOR ORDER FORM

***DISPLAY LABOR FOR INSTALLATION & DISMANTLE OF EXHIBITS***

**The enclosed credit card authorization form must be completed and returned when ordering Exhibit Labor. For your convenience, MasterCard, American Express, Visa and Discover will be accepted.**

**RATES:**

**STRAIGHT TIME** (One hour minimum per man).....**$89.85 PER HOUR**
8:00 A.M. to 4:30 P.M. Monday through Friday

**OVERTIME** (One hour minimum per man)..... **$134.78 PER HOUR**
After 4:30 P.M. to 8:00 A.M. Monday – Friday and all hours on Saturday and Sunday

Starting time can be guaranteed only in those instances where men are requested for the start of the working day, which is 8:00 a.m. The minimum charge for one hour per man will apply and time will commence in accordance with exhibitor's request. Failure to call for labor at requested time will result in a one hour charge per man requested unless 48 hour advance notice is provided. Individual workmen's interpretations of plans diagrams, photos, and their speed of installation and dismantling cannot be guaranteed to conform to your estimate or past experience.

## INSTALLATION

☐ **ERECT EXHIBIT UNDER HERITAGE SUPERVISION**

Heritage will supervise the installation of your exhibit, however, specific instruction, blueprints, etc., should be provided to to facilitate an economical, correct installation. A supervision charge of 30%, minimum charge $45.00, will be added to your labor invoice.

No of men _____ Estimated hours each man _____ Total hrs ____ X rate ST/OT ____ + 30%____ = _____

Please complete the reverse side of this form

☐ **FURNISH LABOR TO ERECT EXHIBIT UNDER EXHIBITOR'S SUPERVISION**

Have _____ (No.) of men available as close as possible to _____ (A.M.-P.M.) on _____ (Day)_____ (Date) to erect exhibit under exhibitor's supervision. Exhibitor must check in at service desk to obtain labor.

No. of men _____ Estimated hrs each man _____ Total hrs _____ X rate ST/OT _____ = _____

## DISMANTLE

☐ **DISMANTLE EXHIBIT UNDER HERITAGE SUPERVISION**

Heritage will supervise the dismantling of your exhibit, when crates are returned. Make sure complete outbound shipping information has been given to the freight service desk. A supervision charge of 30%, minimum charge $45.00, will be added to your labor invoice.

No of men _____ Estimated hours each man _____ Total hrs ____ X rate ST/OT ____ + 30%____ = _____

Please complete the reverse side of this form

☐ **FURNISH LABOR TO DISMANTLE EXHIBIT UNDER EXHIBITOR'S SUPERVISION**

Have _____ (No.) of men available as close as possible to _____ (A.M.-P.M.) on _____ (Day) _____ (Date) to dismantle exhibit under exhibitor's supervision. Exhibitor must check in at service desk to obtain labor.

No. of men _____ Estimated hrs each man _____ Total hrs _____ X rate ST/OT _____ = _____

**ESTIMATED TOTAL** _____

NAME OF CONVENTION **LONGWALL 2015** BOOTH # _____

FIRM NAME_____ PHONE #_____ FAX # _____

ADDRESS_____ CITY_____ STATE_____ ZIP _____

BY_____ EMAIL_____ NAME_____ DATE_____

**Mail This Form Promptly To The Address Above-Retain One Copy For Your File**

424099.HIS

**(CONTINUED ON NEXT PAGE)**

COMPANY NAME _____
BOOTH # _____

PLEASE COMPLETE THE FOLLOWING INFORMATION IF YOUR DISPLAY IS TO BE SET-UP AND/OR DISMANTLED BY HERITAGE I&D AND YOU WILL NOT BE PRESENT TO SUPERVISE THE INSTALLATION AND/OR DISMANTLE.

## INBOUND SHIPPING INFORMATION

Carrier_____ Carrier Phone Number _____

Shipped to: Warehouse _____ Show Site _____ From: City/State _____Date _____

Total No. of: Crates _____ Cartons _____ Fiber Cases _____ Other (Specify) _____

## SET-UP INFORMATION

Set up Plan/Photo: Attached _____ To Be Sent With Exhibit _____ In Crate No. _____

Carpet: With Exhibit _____ Rented From Heritage _____ Color _____ Size _____

Electrical Placement: Drawing Attached _____ Drawing With Exhibit _____ Electrical Under Carpet _____

Comments:_____

_____

Graphics: With Exhibit _____ Shipped Separately _____

Comments:_____

_____

Special Tools/Hardware Required: _____

_____

## OUTBOUND SHIPPING INFORMATION:

Ship To:_____

_____

_____

_____

Method: ☐ Common Carrier ☐ Air Freight ☐ Van Line ☐ Other (Specify)

Carrier:(If Known) _____

Freight Charges: ☐ Prepaid ☐ Bill To: _____

☐ Collect _____

_____

**Please note:** Heritage will not be responsible for product or literature that is not properly packed and labeled by exhibitor personnel, nor for concealed damage which may occur during shipping.

## SPECIAL INSTRUCTIONS/COMMENTS:

_____

_____

_____

_____

_____

## PLEASE PROVIDE AN EMERGENCY CONTACT:

Name_____Phone No._____

HERITAGE
EXPOSITION SERVICES
620 Shenandoah Ave. • St. Louis, MO 63104
Phone 314/534-8500 • Fax 314/533-0906

**Vehicle Spotting Form**

**All orders MUST have a credit card authorization form on file.**

# VEHICLE SPOTTING FEE

**Direct Deliveries Only**

Heritage Exposition Services will provide labor to direct mobile motorized vehicles and transports to and from booth areas. Exhibitors must check in at the Heritage Service Desk.

**Advance Rate**

$95.00 per piece / per trip

**Floor Rate**

$125.00 per piece / per trip

Total # of pieces _____

Estimated Time of Arrival _____

**To receive the above service, the following must be completed and forwarded to Heritage Exposition Services along with the Credit Card Authorization/ Payment Policies Form.**

**Arrival Date: _____ Time: _____**

**Dimension of Largest Piece:** L _____ x W _____ x H _____

NAME OF CONVENTION **LONGWALL 2015** BOOTH #_____

FIRM NAME_____ PHONE #_____ FAX # _____

ADDRESS_____ CITY_____ STATE_____ ZIP_____

BY_____ EMAIL_____ NAME_____ DATE_____
(Signature) (Please Print)

**Please Fax or Mail This Form Promptly To The Address Above-Retain One Copy For Your Files**

CC-REC

**Remit To:**

HERITAGE
EXPOSITION SERVICES
**620 Shenandoah Ave. • St. Louis, MO 63104**
**Phone 314/534-8500 • Fax 314/533-0906**

# SIGN & BANNER HANGING ORDER FORM

**The enclosed Credit Card Authorization form must be completed and returned when ordering Sign & Banner Hanging. For your convenience, MasterCard, American Express, Visa and Discover will be accepted.**

## *INSTRUCTIONS & CONDITIONS*

1. All hanging signs, in accordance with your show contract, must be approved in advance by Show Management for design, copy and placement in the display area.
2. All signs must be hung by Heritage Exposition Services - the official service contractor. According to the rules and regulations of the facility no other firm will be allowed to bring high-lift or boom equipment onto the show floor during the installation or dismantle of the show.
3. All signs must have rigging points, except for cloth banners, which must have grommets or pockets.
4. Electrical signs must be in good working order and conform to the National Electric Code. Complete the Electrical Services request form for power requirements.
5. All signs suspended from the ceiling of the facility must be in Heritage Exposition Services possession on the first day of contractor's move-in. All signs must be marked appropriately, and either shipped to HES warehouse or shipped directly to the facility in the back of your truck to allow immediate access. Exhibitor is responsible for arrangements of collecting signage at the close of the show.
6. If assembly is required, set-up instructions must be sent along with Exhibit Labor Order Form enclosed. One (1) hour minimum applies. Heritage Exposition Services will be responsible for preassembly of all signs.
7. If you require this service, return this form at least 10 days prior to show opening, attaching sketch or printed illustration.
8. Heritage Exposition Services is not responsible for, liable for, and will not hang any signage constructed in a manner it deems unsafe. Exhibitor holds harmless and waives all claims against Heritage Exposition Services and the exposition facility concerning all overhead signage.

| RATES: (Hourly) | STRAIGHT TIME | OVERTIME |
|---|---|---|
| Boom/Lift and 3 man rigging crew | 467.65 | 701.48 |
| Additional rigger | 118.85 | 178.28 |

**One Hour Minimum Charge Installation, One Hour Minimum Charge Dismantle**. All labor before 8:00 a.m. and after 4:30 p.m. weekdays and all hours on Saturday, Sundays and holidays will be charged overtime rate. Additional sign hangers will be utilized as required for safety.

ESTIMATED CHARGES: Estimated number of hours_____ x hourly rate_____ = $ _____

---

Sign Type: Metal_____ Wood_____ Cloth Banner_____ Other_____ Please explain:_____
Sign Shape: Rectangle_____ Square_____ Circle_____ Triangle_____ Please explain: _____
Size: Height_____ Width_____ Length_____ Weight _____
Electrical Required: Yes_____ No_____ (Complete Electrical Service Form) Assembly required: Yes_____ No _____
Feet from: Left_____ Right_____ Rear_____ Number of feet from floor to bottom of sign: _____
Supervision: Install with HES Supervision_____ Exhibitor Supervision_____ Arrival Date and Time: _____
Name of Exhibitor Supervisor _____

---

NAME OF CONVENTION **LONGWALL 2015** BOOTH # _____

FIRM NAME_____ PHONE #_____ FAX #_____

ADDRESS_____ CITY_____ STATE_____ ZIP _____

BY_____ EMAIL_____ NAME_____ DATE_____
(SIGNATURE) (PLEASE PRINT)

**Please Fax or Mail This Form Promptly To The Address Above-Retain One Copy For Your File**

SBH-S

Remit To:
HERITAGE
EXPOSITION SERVICES
620 Shenandoah Ave. • St. Louis, MO 63104
Phone 314/534-8500 • Fax 314/533-0906

# STRUCTURAL INTEGRITY FORM FOR HANGING STRUCTURES

## *STRUCTURAL INTEGRITY INFORMATION*

*THIS FORM MUST BE RETURNED FOR ALL SUSPENDED STRUCTURES*

_____, the contracted exhibitor at LONGWALL USA and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release, indemnify and forever hold harmless LONGWALL USA, DAVID L. LAWRENCE CONVENTION CENTER, HERITAGE EXPOSITION SERVICES AND MINING MEDIA INC. and their subsidiaries, directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines , or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of two hundred (200) pounds may be verified (metered) on site at exhibitor's expense.

Exhibiting Company: Booth #:

Authorized Signature:

Printed Name: Date:

Email:

Display House/Builder (if applicable)

Authorized Signature:

Printed Name: Date:

Please complete and return this form to the address/fax listed at the top of this form

**Remit To:**

HERITAGE
EXPOSITION SERVICES
620 Shenandoah Ave. • St. Louis, MO 63104
Phone 314/534-8500 • Fax 314/533-0906

# SIGN SERVICE ORDER FORM

**Discount prices only apply to orders received with full payment by the discount deadline date listed on the general information page. All charges for equipment and/or services are payable in advance or when placing order at show site. Orders will not be processed without payment. For your convenience, MasterCard, American Express, Visa and Discover will be accepted.**

## STANDARD SIZE SIGNS

| | QTY | DISCOUNT PRICE | STANDARD PRICE | TOTAL |
|---|---|---|---|---|
| 7"X11" | ____@ | 41.25 | 53.65 = | $_____ |
| 7"X44" | ____@ | 48.75 | 63.40 = | $_____ |
| 11"X14" | ____@ | 48.75 | 63.40 = | $_____ |
| 14"X22" | ____@ | 56.25 | 73.15 = | $_____ |
| 14"X44" | ____@ | 66.75 | 86.80 = | $_____ |
| 22"X28" | ____@ | 66.75 | 86.80 = | $_____ |
| 28"X44" | ____@ | 90.00 | 117.00 = | $_____ |
| 40"X60" | ____@ | 139.50 | 181.35 = | $_____ |
| Easel Back | ____@ | 7.50 | 9.75 = | $_____ |
| Sentra | ___x___@ | 16.50 sq.ft. | 24.75 sq. ft = | $_____ |

## DIGITAL GRAPHICS

Heritage has the capabilities to provide you with the finest digital graphic reproduction available. Capabilities include four–color, photo-quality, high resolution digital printing in virtually any size for banners, signage, exhibit graphics and more.

_____L X_____W = sq. ft.
sq. ft. _____ x $12.75 = $ _____

- **$12.75 per sq. ft. (standard price $16.55)**
- **Minimum order 9 sq. ft. (1296 sq. in.)**
- **Double sq. ft. for double-sided graphics**
- **Round sq. ft. to next whole increment**
- **File conversion, retouching, cloning or color correcting may incur additional labor charges**

Any art designs are inclusive of the above prices. Please send any **high quality files** sized appropriately or able to be proportionately enlarged with the **fonts embedded or outlined**. If text is to be edited by Heritage then please send the font files as well. Preferred files are high resolution PDF's**.**

**INDICATE YOUR SIGN COPY HERE**

*Please feel free to attach additional sign copy on separate page.

Vertical ☐ Horizontal ☐ Easel Back ☐
Color of Background_____
Color of Lettering_____

**Note: File conversion, retouching, cloning or color correcting may incur additional labor charges.**

**SETUP/COMPUTER LABOR**
**Straight Time - $88.00 Overtime - $156.00**
**Double Time - $176.00**

**7% TAX** _____
**TOTAL** _____

(PLEASE PRINT)

NAME OF CONVENTION **LONGWALL 2015** BOOTH # _____

FIRM NAME_____ PHONE #_____ FAX # _____

ADDRESS_____ CITY_____ STATE_____ ZIP _____

BY_____ EMAIL_____

NAME_____ DATE _____
(SIGNATURE)

**Please Fax or Mail This Form Promptly To The Address Above-Retain One Copy For Your File.**

SS-H

**Remit To:**

HERITAGE
EXPOSITION SERVICES
620 Shenandoah Ave. • St. Louis, MO 63104
Phone 314/534-8500 • Fax 314/533-0906

# PLANT RENTAL SERVICE ORDER FORM

**Discount prices only apply to orders received with full payment by the discount deadline date listed on the general information page. All charges for equipment and/or services are payable in advance or when placing order at show site. Orders will not be processed without payment. For your convenience, MasterCard, American Express, Visa and Discover will be accepted.**

## PLANT RENTALS

| QUANTITY | DESCRIPTION | TYPE PREFERRED | DISCOUNT RATE | STANDARD RATE | AMOUNT |
|---|---|---|---|---|---|
| | 2' – 3' GREEN PLANTS | | 74.00 | 96.20 | |
| | 4' – 5' GREEN PLANTS | | 104.00 | 135.20 | |
| | 6' –7' GREEN PLANTS | | 155.00 | 201.05 | |
| | 8' – 9' GREEN PLANTS | | 204.00 | 265.20 | |
| | HANGING PLANTS | | 72.00 | 93.60 | |
| | HANGING FERNS | | 60.00 | 78.00 | |

## PLANTS AND FLORAL FOR PURCHASE

| | | | | | |
|---|---|---|---|---|---|
| | *FLOWERING MUM PLANT | | 62.00 | 80.60 | |
| | CUT FLORAL ARRANGEMENT – SMALL | | 82.00 | 106.60 | |
| | CUT FLORAL ARRANGEMENT – LARGE | | 134.00 | 174.20 | |
| | FLORAL BOUTONNIERE | | 40.00 | 52.00 | |
| | FLORAL CORSAGE | | 40.00 | 52.00 | |

All prices include delivery, maintenance, and pick up.
Rental plants not in booth at close of show will be charged at twice the rental price.

**7% Sales Tax** _____

**TOTAL** _____

For special arrangements call 314/534-8500

*COLOR DESIRED: ☐ YELLOW ☐ WHITE ☐ PURPLE ☐ RUST

NAME OF CONVENTION **LONGWALL 2015** BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____

NAME _____ DATE _____
(Signature)

**Please Fax or Mail This Form Promptly To The Address Above-Retain One Copy For Your Files**

PR-S

# 2015 REQUEST FOR
# ELECTRICAL SERVICES

David L. Lawrence Convention Center

**(PLEASE PRINT)**

Name of Event | Event Dates | Booth #

Company Name | Phone # | Fax #

Billing Address | City/State | Zip Code

E-mail Address

Authorized By | Signature | Date

| **Electrical Service** (Electrical outlets approximately 120/208 A.C. 60 Cycle) | **Connection Type** | **Quantity** | ***Advance Rate** | **Standard Rate** | **Total** |
|---|---|---|---|---|---|
| Up to 20 AMPS (120 Volts) - Triple Outlet | Extension Cord | | $128.50 | $155.00 | $ |
| Up to 30 AMPS (208 Volts, Single Phase) | Receptacle or disconnect | | $269.00 | $344.00 | $ |
| Up to 60 AMPS (208 Volts, Single Phase) | Disconnect | | $482.00 | $642.50 | $ |
| Up to 100 AMPS (208 Volts, Single Phase) | Disconnect | | $634.50 | $810.00 | $ |
| Up to 30 AMPS (208 Volts, Three Phase) | Receptacle or disconnect | | $497.50 | $678.00 | $ |
| Up to 60 AMPS (208 Volts, Three Phase) | Disconnect | | $898.00 | $1,216.00 | $ |
| Up to 100 AMPS (208 Volts, Three Phase) | Disconnect | | $1,258.50 | $1,677.00 | $ |
| Up to 30 AMPS (480 Volts, Three Phase) | Disconnect | | $1,040.50 | $1,196.00 | $ |
| Up to 60 AMPS (480 Volts, Three Phase) | Disconnect | | $1,300.00 | $1,494.00 | $ |
| Up to 100 AMPS (480 Volts, Three Phase) | Disconnect | | $1,842.00 | $2,118.50 | $ |
| Over 100 AMPS (480 Volts, Three Phase) | Disconnect | | $2,202.50 | $2,533.00 | $ |
| | | | | Services Total | $ 0.00 |
| ☐ 24 hour power required, add 50% to Service Total | | | | + 50% | $ |
| | | | | Subtotal | $ 0.00 |
| | | | | Tax (7%) | $ 0.00 |
| | | | | **Total** | **$** 0.00 |

| **Electrical Labor (1/2 hour minimum)** | **Date Needed** | **# of Hours** | **Rate per hour** | **Total** |
|---|---|---|---|---|
| Straight time: M – F 8:00 AM – 4:30 PM (Except Holidays) | | | $ 78.00 | $ 0.00 |
| Overtime: Sat. 8:00 AM – 4:30 PM, M – F 4:30 PM – 8:00 AM | | | $ 112.50 | $ 0.00 |
| Premium time: Sat. 4:30 PM – 11:59 PM, Sunday and Holidays | | | $ 144.00 | $ 0.00 |
| | | | **Total** | **$** 0.00 |

*Note: Taxes are not required for labor electric services.*

| **Additional Services** | **Quantity** | ***Advance Rate** | **Standard Rate** | **Total** |
|---|---|---|---|---|
| *Cable Service:*<br>• Digital service with digital converter box | | $ 350.00 | $ 350.00 | $ |
| *Electrical Equipment:*<br>• Extension Cord: 3 wire, multi plug, does not include power | | $ 35.00 | $ 39.00 | $ |
| • Clip on Spotlight: 100 watt, includes installation and labor | | $ 91.50 | $ 91.50 | $ |
| | | | Subtotal | $ 0.00 |
| | | | Tax (7%) | $ 0.00 |
| | | | **Total** | **$** 0.00 |

**Total for all Electrical Services: $** 0.00

# 2015 REQUEST FOR **ELECTRICAL SERVICES** [CONTINUED]

David L. Lawrence Convention Center

**(PLEASE PRINT)**

Name of Event | Event Dates | Booth #

Company Name | Phone # | Fax #

## TERMS AND CONDITIONS

1. Advance order payment guarantees discounted rate.
2. Payment in full must be rendered prior to delivery of service.
3. Credit will not be given for service installed, but not used. If service is cancelled prior to installation, a 50% cancellation fee applies.
4. Change of orders after installation may be subject to labor charges. Minimum of 1/2 hour.
5. All material and equipment furnished by DLCC for the service shall remain the property of DLCC and shall be removed only by the DLCC staff at the close of the show.
6. Rates quoted for all connections cover the delivery of service to the booth/space in the most convenient manner and do not include connecting equipment or special wiring. Request for special services such as placing cords or relocating service(s) will be subject to additional labor charges.
7. Service outlet size will be determined by the volume required.
8. Walls, columns, and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
9. Claims will not be considered unless filed by the exhibitor prior to the close of the show.
10. All equipment to be connected by the DLCC technicians must comply with federal, state, and local safety codes.
11. Under no circumstance should anyone other than a DLCC technician make service connections.
12. All equipment must be properly tagged and wired with completed information as to type of current, voltage, phase, cycle, horsepower, etc. All equipment using water must have an inlet and outlet properly tagged.
13. Electrical service for lights and displays will be turned on one (1) hour prior to show opening and turned off at show closing each day. If needed, please order 24 hour electrical service on front of page.
14. All exhibitors' cords must be of the 3 wire grounded type and comply with Federal, State, Local Safety and Electric Codes. All exposed non-current carrying metal ports of fixed equipment, which are liable to be energized, must be grounded.
15. Unless otherwise noted, DLCC electricians are authorized to cut floor coverings to permit installation of service.
16. For 24-hour power service, add an additional 50% to electrical service charge.
17. The DLCC is not responsible for equipment that is not powered down correctly at end of day.
18. A receipt for services is available upon request.
19. Utility will be installed at the back of the booth and/or in the most convenient manner.
    If installation is required in an exact location (other than the most convenient) or a special connection is required, a labor charge will apply. Please include a floor plan with your order for exact placement of utility.

Send this completed form with payment to 1000 Ft. Duquesne Blvd., Pittsburgh, PA 15222.
Please make check payable to: SMG - David L. Lawrence Convention Center or pay by credit card:

☐ Visa ☐ MasterCard ☐ American Express ☐ Discover ☐ Check

Card # : CVV#: Exp. Date:

Print Name:

Authorized Signature:

Check #: Check Amount:

## PLEASE NOTE

- There will be a $30.00 fee for returned checks
- Payment in full must be rendered prior to delivery of service
- Check, Visa, MasterCard, American Express & Discover accepted
- Prices effective January 1 – December 31, 2015

** In order to receive the ADVANCE rate, the order form with payment (US Dollars) must be received 15 days prior to first exhibitor move-in day*

## PLEASE PRINT AND RETURN FORM TO:

Exhibitor Services Department, David L. Lawrence Convention Center
1000 Fort Duquesne Blvd. Pittsburgh, PA 15222, Phone: (412) 325-6102, Fax: (412) 325-6009, exhibitorservices@pittsburghcc.com

SmartCity

Pittsburgh
David L. Lawrence Convention Center

# INTERNET - NETWORK / TELEPHONE SERVICE CONTRACT

| | | |
|---|---|---|
| Exhibitor Company Name: | Booth / Room #: | Show Name: |
| Billing Company Name: | | Show Dates: / / To / / |
| Billing Company Address: | | Incentive Order Deadline: **14 Days Prior 1st Day Show Move-in** |
| City, State / Country, Zip: | | Phone Number: ( ) - |
| Contact: | Email: | |
| Credit Card Number: ☐ AMX ☐ MC ☐ Visa | Expire Date(MM/YY): / | Cell Number: ( ) - |
| Credit Card Billing Address: | Credit Card Billing City, State / Country, Zip: | |
| Print Credit Card Holder Name(as it appears on card): | Card Holder Signature: | |

**A valid credit card number with signature must be on file regardless of payment method. Total payment must accompany order.**

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments.

**View complete Terms & Conditions at: orders.smartcitynetworks.com/tc.aspx?center=028**

| | |
|---|---|
| Print Authorized Name Accepting Terms and Conditions: | Authorized Signature Accepting Terms and Conditions: |

| Dedicated Wired Internet<br>Routers Allowed | Premium High Speed Wired Internet<br>No wired or wireless routers | Basic Wired Internet<br>No wired or wireless routers |
|---|---|---|
| Connection speeds of 3Mbps and up | Shared Connection speeds up to 10Mbps | Shared Connection speeds up to 1.54Mbps |
| **Required for**:<br>• Web Casting<br>• HD Streaming<br>• Routers(wired or wireless) | **Recommended for**:<br>• Wired Cyber Cafe<br>• Social Media Feeds<br>• Multi Media Downloads | **Recommended for**:<br>• Email<br>• Surfing the Internet |
| **Includes 5 Static Public IP Addresses** | **Includes 1 Static Private IP Address** | **Supports 1 device only** |

**Important! All online orders will receive a 5% discount.**

**ORDER ONLINE: orders.smartcitynetworks.com/ordering.aspx**

*****Incentive rate applies to orders received with payment 14 days prior to 1st day of show move-in*****

| 1. Shared Internet Services – Routers Prohibited | QTY | Incentive | Base | On-Site | Total |
|---|---|---|---|---|---|
| a. Premium Internet Service | | $1,095 | $1,395 | $1,674 | |
| b. Additional Devices for Premium Service | | $150 | $185 | $222 | |
| c. Upgrade to Public IP Address for Premium Internet Service | | $199 | $299 | $358 | |
| d. Basic Internet Service | | $695 | $895 | $1,074 | |
| **2. Dedicated Internet Services – Routers Supported** | | | | | |
| a. Dedicated 3Mbps | | $3,495 | $4,370 | $5,244 | |
| b. Dedicated 6Mbps | | $5,900 | $7,375 | $8,850 | |
| c. Dedicated 10Mbps | | $7,850 | $9,810 | $11,772 | |
| d. Upgrade to 29 Public Static IP Addresses | | $995 | $1,194 | $1,433 | |
| **Higher Bandwidth Services Available – Please call (888) 446-6911 for quote.** | | | | | |
| **3. Internet Equipment & Labor** | | | | | |
| a. Switch Rental – up to 24 ports | | $185 | $225 | $270 | |
| b. Patch Cable (up to 50') – Cat5e | | $50 | $62 | $74 | |
| c. Labor / Floor Work – Fee Per Hour | | $125 | $125 | $125 | |
| **4. Voice Services: PBX Service – Domestic LD Included** | | | | | |
| a. Single Line – ☐ Instrument, ☐ Non Dial 9, ☐ Int'l LD | | $275 | $345 | $414 | |
| b. Multi-line Phone w/ 1 main number & 1 rollover line | | $415 | $520 | $624 | |
| c. Speaker Phone Line w/ Polycom Instrument | | $465 | $575 | $690 | |
| **5. Special Quote – Attachment A or Statement of Work (if applicable)** | | | | | |
| **6. Distance Fee of $500 Internet / $100 Telephone for each line outside the convention venue x (number of lines)** | | | | | |
| **For extension of 3rd party data circuits (ISDN, DSL, T-1, DS3, Ethernet) please call for quote.** | | | | | |
| | | | | **SUBTOTAL** | |
| **Send Completed Orders with Payment and Floor Plan To:**<br>SMART CITY NETWORKS<br>5795 W. Badura Avenue, Suite 110 Las Vegas, NV 89118<br>(888) 446-6911 FAX (702) 943-6001 csr@smartcity.com | | | | **ESTIMATED 10% TAX / FEES** | |
| | | | | **GRAND TOTAL** | |

**Effective January 1, 2015 – December 31, 2015** | **Customer No: 2015 - 028 -**

# Network Security Declaration

**Center:** DLLCC (028) - Pittsburgh **Company Name:** _____

**Show:** _____ **Booth / Room #:** _____

**Customer / Ref #:** 2015 - 028 - _____

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

## Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

***** Please inform all show site personnel about the importance of Smart City's Network Security compliance issues *****

***** Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements *****

Device(s) Operating System: _____

Total # of Devices Connecting to Smart City's Network: _____

Type of Anti-Virus Software Installed: ☐ Norton ☐ McAfee ☐ Other: _____

Virus Scan Last Updated - Date: / / Security Updates Last Performed - Date: / /

Are You Renting Computers? ☐ Yes ☐ No Rental Company Name: _____

Rental Company Contact: _____ Contact Number: _____

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

_____ _____

Signature Date

_____ _____

Printed Name Title

5795 W. Badura Ave, Suite 110 • Las Vegas • Nevada 89118 • (888) 446-6911 • (702) 943-6087 • Fax (702) 943-6001

SmartCity

# Wireless Performance Declaration

**Center:** DLLCC (028) - Pittsburgh **Company Name:** _____

**Show:** _____ **Booth / Room #:** _____

**Customer / Ref #:** 2015 - 028 -

## Overview

Smart City is the exclusive provider for wired and wireless services for the Facility and has in operation a wireless 802.11 a / g system. The wireless service offers Internet access at speeds up to 256K servicing Customers as well as attendees. The actual maximum bandwidth available depends on how many users are accessing the network simultaneously at any given time. Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with this connection. Smart City can engineer custom dedicated network(s) to accommodate such special requests. Please call for quote.

Wireless is an entry level service ideal for web surfing and checking web based email. Smart City's Wireless Network can be accessed throughout the Facility by using a Wi-Fi® compatible 802.11 a / g network card or one of our rental bridge units (limited quantity of bridge units, call for availability).

Wireless service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Smart City cannot guarantee that interference will not occur. Smart City does **NOT** recommend wireless service for mission critical services such as product presentation or demonstrations. For demonstrations or to present products and other mission critical activity, via the Internet, Smart City highly recommends Customer(s) purchase hardwired services such as Shared Ethernet, Shared EtherNAT or T-1 service.

If you are unsure which of our products will best suit your needs please call our Customer Service Department at (888) 446-6911 and one of our Customer Service Representatives will be happy to assist you.

## Restrictions and Special Requests

Due to the extensive coverage Smart City provides for the Facility, **NO** Customer provided access points are authorized for use within the Facility without Smart City prior approval (wireless access points without adjustable power outputs can not be authorized under any circumstances). Customer(s) who attempt to set up their own wireless system can interfere with the Smart City Wireless Network. Smart City requires all Customers showcasing their wireless products to contact Smart City 21 days prior to the show move-in so that we may engineer a cohesive network operating without interference (all approvals will incur a site survey fee). Per our Terms and Conditions listed on Smart City's Customer Contract, misuse of any wireless service may result in service interruption to yourself or other Customers and can lead to disconnection of the Customer's equipment. **No service refunds will be given.**

**ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY SMART CITY ARE PROHIBITED.**

**I hereby attest that I understand the limitations and vulnerabilities of the wireless service provided by Smart City. I also understand that if I use this service for any reason including, but not limited to, demonstrating, showcasing or presenting my product(s), Smart City will not be responsible for possible interference that I may experience. Refunds will not be given for service issues found not to be the fault of Smart City. Upon receipt of this form, Smart City Wireless Services and / or Customer(s) authorized wireless AP devices (with Smart City's approval) will be activated / available for your use.**

**Signature:** _____ **Date:** _____

**Printed Name:** _____ **Title:** _____

**Email:** _____ **Contact Phone #:** _____

# Floor Plan – Communications Cable

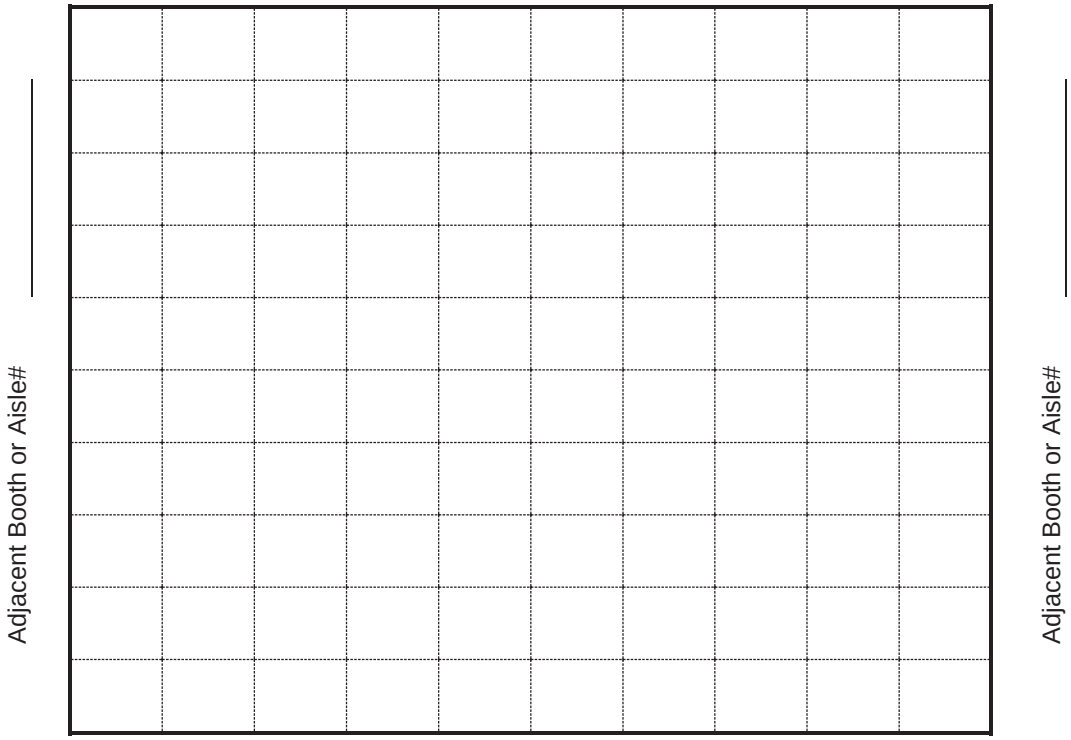
**Center:** DLLCC (028) - Pittsburgh
**Show:** _____

**Company Name:** _____
**Booth / Room #:** _____
**Customer / Ref #:** 2015 - 028 -

**Voice and Data communications cabling.** Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunication cable fall under Smart City's area of expertise.

**IMPORTANT!!** Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

Adjacent Booth or Aisle# _____




Adjacent Booth or Aisle# _____

**X** = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "**MDL**" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "**MDL**" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "**MDL**". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

**T** = Location of Telephones, Fax lines or other telecommunications equipment "**T**".

**I / H / PC / C** = Location of primary Internet Service "**I**", Hubs "**H**", Patch Cables "**PC**" and / or Computers "**C**". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

**Orientation** = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

**Size** = Booth dimensions (example 10x10) _____ . **Scale** = 1 Box is equal to _____ ft.

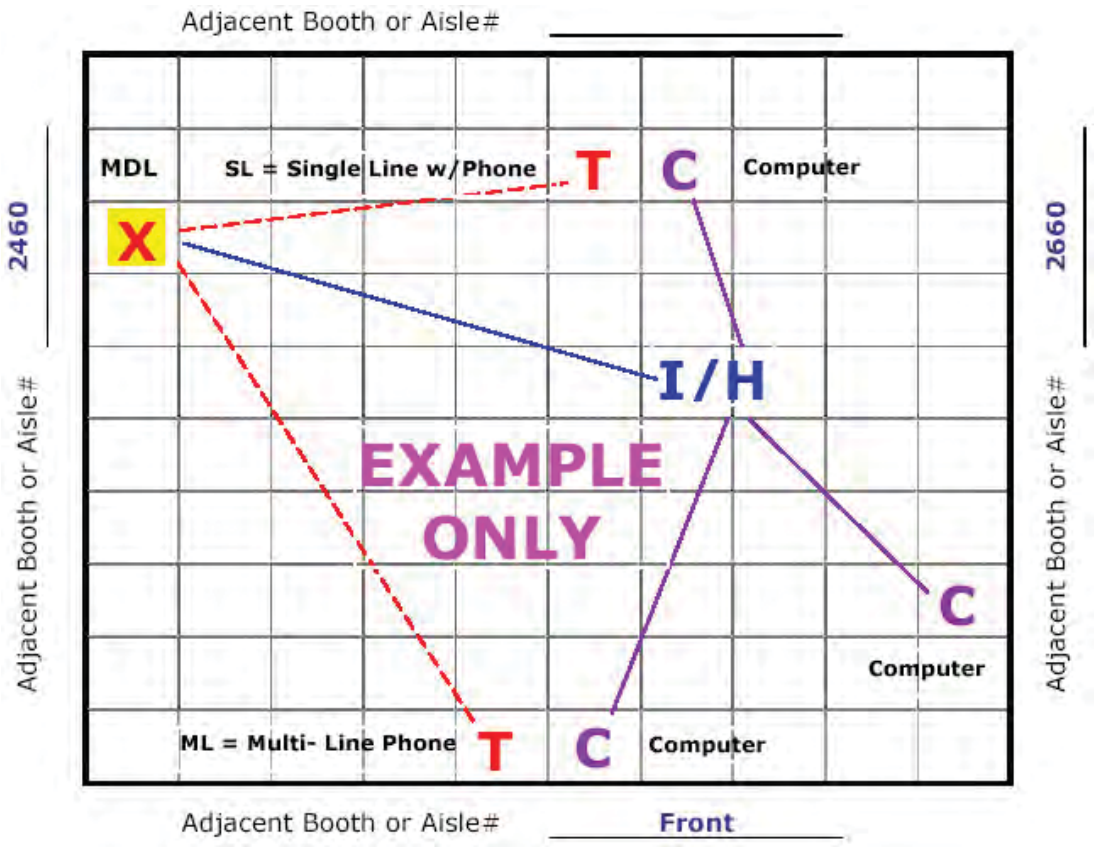
5795 W. Badura Ave, Suite 110 • Las Vegas • Nevada 89118 • (888) 446-6911 • (702) 943-6087 • Fax (702) 943-6001

# Floor Plan – Communications Cable

**Center:** DLLCC (028) - Pittsburgh
**Show:** ABC EXAMPLE SHOW
**Company Name:** ABC EXAMPLE COMPANY
**Booth / Room #:** 1 2 3 4
**Customer / Ref #:** 2015 - 028 - XXX - XXXX

**Voice and Data communications cabling.** Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunication cable fall under Smart City's area of expertise.

**IMPORTANT!!** Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).




**X** = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "**MDL**" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "**MDL**" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "**MDL**". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

**T** = Location of Telephones, Fax lines or other telecommunications equipment "**T**".

**I / H / PC / C** = Location of primary Internet Service "**I**", Hubs "**H**", Patch Cables "**PC**" and / or Computers "**C**". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

**Orientation** = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

**Size** = Booth dimensions (example 10x10) 20 x 20 . **Scale** = 1 Box is equal to 2 ft.

5795 W. Badura Ave, Suite 110 • Las Vegas • Nevada 89118 • (888) 446-6911 • (702) 943-6087 • Fax (702) 943-6001

# 2015 REQUEST FOR
# PLUMBING & COMPRESSED AIR

David L. Lawrence Convention Center

**(PLEASE PRINT)**

Name of Event | Event Dates | Booth #

Company Name | Phone # | Fax #

Billing Address | City/State | Zip Code

E-mail Address

Authorized By | Signature | Date

## PLUMBING & COMPRESSED AIR:

| Type of Service | Quantity | *Advance Rate | Standard Rate | Total |
|---|---|---|---|---|
| *Plumbing:*<br>• Cold Water Potable<br>(single outlet 3/4" female threaded connection) | | $218.50 | $269.00 | $ |
| • Fill and Drain per 500 gallons | | $131.00 | $157.00 | $ |
| • Drain Line Service Outlet, $1^1/_2$" max. size | | $172.50 | $219.50 | $ |
| *Compressed Air:*<br>• 3/4" female threaded connection - 85 PSI max | | $320.00 | $406.00 | $ |
| • Number of connections<br>(One connection included, labor charges will apply for additional connections) | | | | |
| | | | **Total** | **$** 0 |

*Utility will be installed to the back of the booth and/or in the most convenient manner. If installation is required in an exact location (other than the most convenient) or a special connection is required, a labor charge will apply. Please include a floor plan with your order for exact placement of utility.*

## LABOR

| Plumbing or Compressed Air: (1/2 hour minimum) | Date Needed | # of Hours | Rate per hour | Total |
|---|---|---|---|---|
| *Straight time:* M – F 8:00 AM - 4:30 PM (Except Holidays) | | | $68.00 | $ 0 |
| *Overtime:* Sat. 8:00 AM – 4:30 PM, M – F 4:30 PM – 8:00 AM | | | $97.00 | $ 0 |
| *Premium time:* Sat. 4:30 PM – 11:59 PM, Sunday and Holidays | | | $118.50 | $ 0 |
| | | | **Total** | **$** 0 |

*Attach floor plan for specific installation*

**Total for all Plumbing & Compressed Air Services: $** 0.00

# 2015 REQUEST FOR
# PLUMBING & COMPRESSED AIR [CONTINUED]

David L. Lawrence Convention Center

**(PLEASE PRINT)**

Name of Event | Event Dates | Booth #

Company Name | Phone # | Fax #

## TERMS AND CONDITIONS

1. Payment in full must be rendered prior to delivery of service.
2. Credit will not be given for service installed, but not used. If service is cancelled prior to installation, a 50% cancellation fee applies.
3. Change of orders after installation may be subject to plumbing labor charges. Minimum of 1/2 hour.
4. All material and equipment furnished by DLCC for the service order shall remain the property of DLCC and shall be removed only by the DLCC staff at the close of the show.
5. Rates quoted for all connections cover the delivery of service to the booth/space in the most convenient manner and do not include connecting equipment. Request for special services such as placing hoses or relocating service(s) will be subject to additional labor charges.
6. Claims will not be considered unless filed by the exhibitor prior to the close of the show.
7. All equipment to be connected by the DLCC technicians must comply with federal, state, and local safety codes.
8. Utility will be installed at the back of the booth and/or in the most convenient manner. If installation is required in an exact location (other than the most convenient) or a special connection is required, a labor charge will apply. Please include a floor plan with your order for exact placement of utility.
9. Under no circumstance should anyone other than a DLCC technician make service connections.
10. All equipment using water must have an inlet and outlet properly tagged.
11. If compressed air and water are critical, DLCC recommends the exhibitor arrange to have a pressure regulator valve installed. Please also note that water and compressed air are limited to certain areas of the facility. No guarantee can be made of minimum and maximum pressure.
12. DLCC will not be responsible for water in compressed air lines or equipment.
13. The DLCC is not responsible for equipment that is not powered down correctly at end of day.
14. A receipt for services is available upon request.

Send this completed form with payment to 1000 Ft. Duquesne Blvd., Pittsburgh, PA 15222.
Please make check payable to: SMG - David L. Lawrence Convention Center or pay by credit card:

☐ Visa ☐ MasterCard ☐ American Express ☐ Discover ☐ Check

Card # : CVV#: Exp. Date:

Print Name:

Authorized Signature:

Check #: Check Amount:

## PLEASE NOTE

- There will be a $30.00 fee for returned checks
- Payment in full must be rendered prior to delivery of service
- Check, Visa, MasterCard, American Express & Discover accepted
- Prices effective January 1 – December 31, 2015

** In order to receive the ADVANCE rate, the order form with payment (US Dollars) must be received 15 days prior to first exhibitor move-in day*

## PLEASE PRINT AND RETURN FORM TO:

Exhibitor Services Department, David L. Lawrence Convention Center
1000 Fort Duquesne Blvd. Pittsburgh, PA 15222, Phone: (412) 325-6102, Fax: (412) 325-6009, exhibitorservices@pittsburghcc.com

David L. Lawrence Convention Center

# 2015 UTILITIES LOCATION GRID

**(PLEASE PRINT)**

Name of Event | Event Dates | Booth #

Company Name | Phone # | Fax #

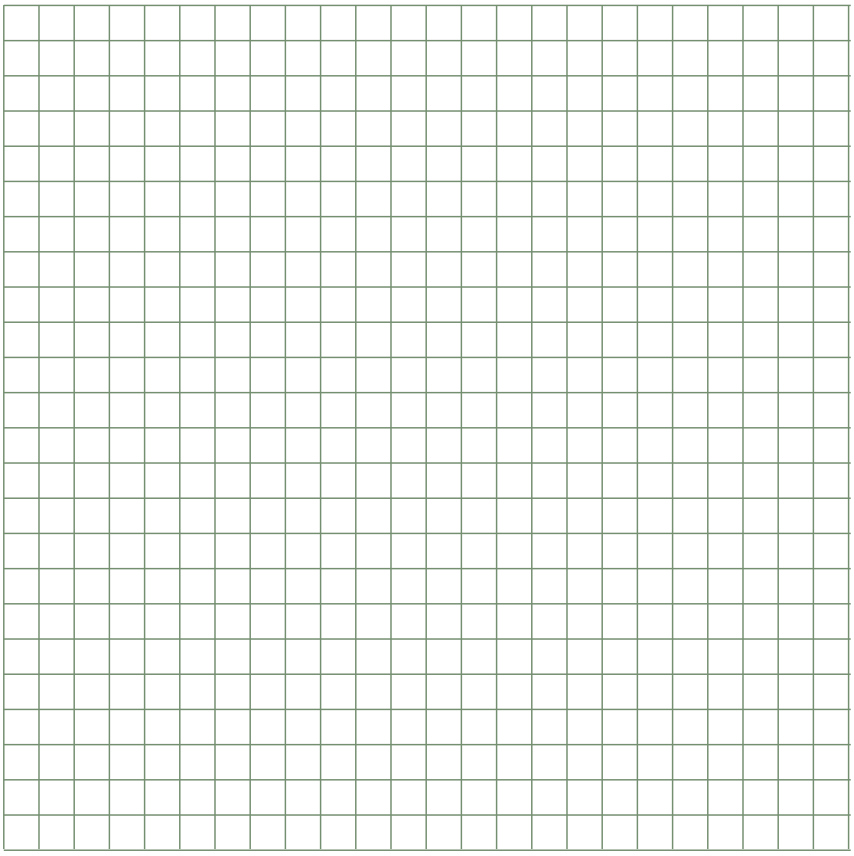
Billing Address | City/State | Zip Code

E-mail Address

Authorized By | Signature | Date

Adjacent Booth or Aisle #: _____

Adjacent Booth or Aisle #: _____



Adjacent Booth or Aisle #: _____

**SIZE/BOOTH DIMENSIONS:**

(i.e. 10 x 10) _____

**SCALE:**

1 box is equal to _____ ft.

**PLEASE NOTE**

For a proper drop location, please mark the booth or aisle # surrounding your booth. A minimum of one surrounding booth or aisle # must be listed in order to properly install utilities. The location is identified with the indication of an X.

If the electrical location has to be moved, additional labor charges will apply.

# 2015 REQUEST FOR STEEL PLATES

David L. Lawrence Convention Center

**(PLEASE PRINT)**

Name of Event | Event Dates | Booth #

Company Name | Phone # | Fax #

Address | City/State | Zip Code

E-mail Address

Authorized By | Signature | Date

## STEEL PLATES

- Floor load capacities for Exhibit Halls ABCDE are 350 lbs per square foot, live load. Compliance will be strictly enforced. If you need assistance in determining if steel plates are required, please call our Exhibitor Services Department.
- Exhibitors must supply schematic for equipment including overall dimensions, weight, number & size/location of floor point contacts, and operating status of equipment during the event.
- Labor for the initial spotting of plates is included in the installation rate. If any movement or repositioning of plates is required, labor charges will apply.

| Date of initial installation | Plate Size | Quantity | Rate | Total |
|---|---|---|---|---|
| | 4' x 8'x 1" | | $ 275.00 | $ 0.00 |
| | | | Tax (7%) | $ 0.00 |
| | | | **Total** | **$** 0.00 |

| Labor Type (1/2 hour min.) | Date Needed | # of Hours | Rate per hour | Total |
|---|---|---|---|---|
| *Straight time:* M – F 8:00 AM – 4:30 PM (Except Holidays) | | | $ 57.00 | $ 0.00 |
| *Overtime:* Sat. 8:00 AM – 4:30 PM, M – F 4:30 PM – 8:00 AM | | | $ 77.50 | $ 0.00 |
| *Premium time:* Sat. 4:30 PM – 11:59 PM, Sunday and Holidays | | | $ 89.00 | $ 0.00 |
| | | | **Total** | **$** 0.00 |

** Taxes are not required for labor services*

**Total for all Steel Plate Services: $** 0.00

## TERMS AND CONDITIONS

1. Payment in full must be rendered prior to delivery of service.
2. Credit will not be given for service installed, but not used. If service is cancelled prior to installation, a 50% cancellation fee applies.
3. All material and equipment furnished by DLCC for the service order shall remain the property of DLCC and shall be removed only by the DLCC staff at the close of the show.
4. Claims will not be considered unless filed by the exhibitor prior to the close of the show.
5. A receipt for services is available upon request.

Send this completed form with payment to 1000 Ft. Duquesne Blvd., Pittsburgh, PA 15222.
Please make check payable to: SMG - David L. Lawrence Convention Center or pay by credit card:

☐ Visa ☐ MasterCard ☐ American Express ☐ Discover ☐ Check

Card # : CVV#: Exp. Date:

Print Name:

Authorized Signature:

Check #: Check Amount:

### PLEASE NOTE

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- Check, Visa, MasterCard, American Express & Discover accepted
- Prices effective January 1 – December 31, 2015

### PLEASE PRINT AND RETURN FORM TO:

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1000 Fort Duquesne Blvd. Pittsburgh, PA 15222, Phone: (412) 325-6102, Fax: (412) 325-6009, exhibitorservices@pittsburghcc.com

# 2015 REQUEST FOR
# CUSTOM CLEANING SERVICES

David L. Lawrence Convention Center

**(PLEASE PRINT)**

Name of Event | Event Dates | Booth #

Company Name | Phone # | Fax #

Billing Address | City/State | Zip Code

E-mail Address

Authorized By | Signature | Date

| Type of Service | Booth Area in Square Footage | *Advance Rate | Standard Rate | Daily Vacuum Cost (Sq. Footage x Rate) |
|---|---|---|---|---|
| Daily Vacuum | | $ 0.25 / sq. ft. | $ 0.30 / sq. ft. | $ |
| Service needed (check box): ☐ Prior to show opening ☐ Day 2 ☐ Day 3 ☐ Day 4 ☐ Day 5 | | | | |

| | |
|---|---|
| Total Days Needed | 0 |
| Subtotal | $ 0.00 |
| Tax (7%) | $ 0.00 |
| **Total** (Total Days x Daily Vacuum Cost + 7%) | **$** 0 |

| Periodic Porter Service | Dates Service Needed | Begin Service AM /PM | End Service AM /PM | Total Hrs. | Rate | Total |
|---|---|---|---|---|---|---|
| Removal of trash and boxes from the booth area every 20 minutes within the time requested. (2 hour minimum) | | | | 0 | $51.00 / hr | $ 0.00 |
| | | | | | $51.00 / hr | $ 0.00 |
| | | | | | $51.00 / hr | $ 0.00 |
| | | | | | $51.00 / hr | $ 0.00 |
| | | | | | Subtotal | $ 0.00 |
| | | | | | Tax (7%) | $ 0.00 |
| | | | | | **Total** | **$** 0 |

*Note: This service is an additional trash removal service. Normal daily trash removal is completed at the end of the show day. Trash should be place in front of booth.*

**Total for all Custom Cleaning Services: $** 0.00

Send this completed form with payment to 1000 Ft. Duquesne Blvd., Pittsburgh, PA 15222.
Please make check payable to: SMG - David L. Lawrence Convention Center or pay by credit card:

☐ Visa ☐ MasterCard ☐ American Express ☐ Discover ☐ Check

Card # : CVV#: Exp. Date:

Print Name:

Authorized Signature:

Check #: Check Amount:

## PLEASE NOTE

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- Payment in full must be rendered prior to delivery of service
- Check, Visa, MasterCard, American Express, & Discover accepted
- Prices effective January 1 – December 31, 2015
- A receipt for services is available upon request.

** In order to receive the ADVANCE rate, the order form, with payment (US Dollars) must be received 15 days prior to first event day*

## PLEASE PRINT AND RETURN FORM TO:

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1000 Fort Duquesne Blvd. Pittsburgh, PA 15222, Phone: (412) 325-6102, Fax: (412) 325-6009, exhibitorservices@pittsburghcc.com

# 2015 REQUEST FOR **EXHIBIT SECURITY**

David L. Lawrence Convention Center

**(PLEASE PRINT)**

Name of Event | Event Dates | Booth #

Company Name | Phone # | Fax #

Billing Address | City/State | Zip Code

E-mail Address

Authorized By | Signature | Date

## SECURITY SERVICES

- Four (4) hour minimum required for each shift
- 48 hours minimum notice to ensure availability
- All individual booth security will be provided by the David L. Lawrence Convention Center
- Exhibitors will be required to sign in/out security guards at booth site
- Security call will be scheduled with unarmed, uniformed personnel.
- If security is decreased or cancelled within 24 hours of scheduled start time, full payment is required. Service cancelled prior to 24 hours is subjected to a 50% cancellation fee.
- Security services are strictly intended to prevent theft, loss, or damage to exhibitor property.
- The David L. Lawrence Convention Center is not responsible for any lost, damaged, or stolen exhibitor property.

### SCHEDULE INFORMATION:

| Date | Start Time AM / PM | End Time AM / PM | Total Hours | *Advance Rate | Standard Rate | On-Site Rate | Total |
|---|---|---|---|---|---|---|---|
| | | | 0.00 | $30.00 | $35.00 | $40.00 | $ |
| | | | 0.00 | $30.00 | $35.00 | $40.00 | $ |
| | | | | | | **Total** | **$** 0 |

On-site contact: (print) | Contact mobile #:

## POLICE SERVICES

- Four (4) hour minimum required for each shift
- All police calls are based on scheduled start and end time. If shift ends early, police are billed based on original schedule.
- 48 hours minimum notice to ensure availability
- All individual police details will be provided by the David L. Lawrence Convention Center
- Exhibitors will be required to sign in/out police at booth site
- Police call will be scheduled with armed, uniformed personnel.
- If police is decreased or cancelled within 24 hours of scheduled start time, full payment is required. Service cancelled prior to 24 hours is subjected to a 50% cancellation fee.
- Police services are strictly intended to prevent theft, loss, or damage to exhibitor property.
- The David L. Lawrence Convention Center is not responsible for any lost, damaged, or stolen exhibitor property.

### SCHEDULE INFORMATION:

| Date | Start Time AM / PM | End Time AM / PM | Total Hrs. | *Advance Rate | Standard / On-Site Rate | Total |
|---|---|---|---|---|---|---|
| | | | 0.00 | $45.50 | $53.00 | $ |
| | | | 0.00 | $45.50 | $53.00 | $ |
| | | | | | **Total** | **$** 0 |

On-site contact: (print) | Contact mobile #:

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☐ Visa ☐ MasterCard ☐ American Express ☐ Discover ☐ Check

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### PLEASE PRINT AND RETURN FORM TO:

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1000 Fort Duquesne Blvd. Pittsburgh, PA 15222, Phone: (412) 325-6102
Fax: (412) 325-6009, exhibitorservices@pittsburghcc.com

# Exhibit Hall Fire Regulations

The information contained in this brief outline does not by any means cover completely the ordinances and regulations contained in the local Fire Prevention Code.

The following are basic rules governing concessions, exhibits, and shows in any building open to the public:

1. All curtains, drapes and decorations must be constructed of flameproof material, or treated with an approved flameproofing solution. (Treatment shall be renewed as often as may be necessary to maintain the flameproofing effect.)

2. No combustible materials, merchandise or signs shall be attached to, hung from, or draped over flameproofed side and rear divider draperies of booths or attached to table skirting facing aisles, unless flameproofed.

3. All exits, hallways and aisles leading from buildings or tents are to be kept clear and unobstructed at all times.

4. No exit door shall be locked, bolted or otherwise fastened or obstructed at any time an exhibit building is open to the public. Moreover, it shall be unlawful to obstruct, or reduce in any manner, the clear width of any doorway, hallway, passageway or other means of egress. Additionally, all required exits shall be so located as to be discernible and accessible with unobstructed access thereto.

5. Access through turnstiles, gates, rails or similar devices shall not be permitted unless such a device is equipped to swing readily in the direction of exit travel under a total force of not more than 15 pounds and/or prior approval of the Fire Marshal.

6. All sawdust, shavings, hay and straw shall be flameproofed, stored and maintained in a manner approved by the Fire Marshal.

7. Automobiles, trucks, tractors, machinery and other motor vehicles utilizing flammable fuels, which are placed on display inside any building shall have no more than two (2) gallons of fuel in the tank; all fuel tanks shall be locked or effectively sealed and battery cables shall be disconnected from the ignition system. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in the event of an emergency.

8. There shall not be any gasoline powered forklifts or carts allowed in a place of assembly. Exceptions: Propane or electric vehicles are allowed.

9. The use of liquefied petroleum gases inside buildings, tents or other areas is strictly prohibited, except for demonstration purposes when approved by the Fire Marshal. Maximum LPG allowed for exhibition purposes is a six (6) pound cylinder.

10. “No Smoking by Order of Fire Marshal” signs shall be posted and maintained in areas designated by the Fire Marshal.

11. Provide for daily removal and disposal of trash and rubbish from buildings and tents.

12. All electrical wiring shall be installed in a manner approved by the City Chief Electrical Inspector.

13. Provide and maintain approved fire extinguishing equipment in all areas as designated by the Fire Marshal.

14. All standpipe and hose cabinets shall be kept clear and unobstructed at all times.

15. All appliances fired by natural gas shall be approved by the City Chief Mechanical Inspector and Fire Marshal before being used.

16. The use of welding and cutting equipment for demonstration purposes must be by permit from the Fire Marshal.

17. Cylinders of compressed gases are prohibited unless approved by the Fire Marshal, and shall be secured in a vertical or horizontal positions depending on the tank use and design.

18. The operator or the person in charge of operation or use of any place of assembly or education shall check egress facilities before such building is occupied for any use. If such inspection reveals that any element of the required means of egress is obstructed, inaccessible, locked, fastened or otherwise unsuited for immediate use, admittance to the building shall not be permitted until necessary corrective action has been completed.

--over--

19. There shall not be any obstructions blocking exit doors from the outside of any building such as autos parked in doorways or barricades across sidewalks.

20. No curtains, drapes or decorations shall be hung in such a manner as to cover any exit signs.

21. No vehicles shall be parked in fire lanes outside of buildings.

22. No flammable liquids shall be used or admitted inside of buildings except by approval of the Fire Marshal.

23. Artificial lighting such as lanterns and candles are prohibited.

24. The use of all gas-fired heating units, either portable or stationary, shall meet the approval of the City Chief Mechanical Inspector and the Fire Marshal. The use of the so-called "salamander" stove is strictly prohibited.

25. All cooking appliances shall be equipped with ventilating hoods and equipment as deemed necessary by the Fire Marshal, but in any instance such equipment shall be installed in accordance with provision of the City Building and Fire Codes.

    However, countertop fryers not exceeding 15 lbs. of oil may be used without the necessary ventilating hood and surface protection requirements. Additionally, the exhibitor shall be allowed no more than one (1) fryer per booth and shall provide two (2) ten (10) pound B.C. extinguishers, positioned on both sides of said fryers.

    All cooking appliances shall be listed by a National Testing Agency: i.e. Underwriters Laboratory or Factory Mutual.

26. Booth and seating plans must be approved by the Fire Marshal. Submit plans to the Fire Marshal no later than 15 days before set-up date.

27. There shall not be any ticket booths, tables or any other display setup in the lobby without the prior approval of the Fire Marshal.

28. All aisles shall be maintained at a minimum of ten (10) feet clearance.

29. All covered structures in excess of ninety (90) square feet in area shall be protected by an automatic fire detection system approved by the Fire Marshal.

30. All floor plans submitted shall by totally representative of the halls, rooms and/or areas in which the events are held in, such as the location of manual pull stations, fire hose standpipe closets, exits, aisles and man doors in air walls, etc.